

Human Subjects Application Checklist of Often Missed/Misunderstood Items

Application

- Cover page: **Investigator signs, dates,** and chooses **application category** (note that “Expedited” *does not mean quick* – it is a technical category which applies to very few applications – see [Requirements for Research Using Human Subjects](#) for more information).
- Enter a **Title** for the study.
- Enter a **future Beginning Date** taking into account the time the Committee Chair will need to review the application. Beginning date must be after HSRC chair has signed approval, and applications might not be reviewed until the week following submittal.
- Enter an **Ending Date up to a year in the future**. Investigators often encounter slower than expected response times for surveys or occasionally need to revise data collection methods, so an ending date further into the future allows time to conclude data collection and gain approval of any necessary Amendments to the application (see the one-page [Amendment form](#) on the [RESP Human Subjects website](#)).
- Enter **Subject Population** (e.g., college students; community members; business owners; professionals in specified field.)
- Enter **Subject Source** (e.g., CSU, Chico; Northern California; members of specified online community)
- Enter a **Number of Subjects** (*even if it is an estimate*).
- Data will be recorded using:** If audio/video tape, film, or photography is checked, it must be addressed in the Informed Consent (e.g., including a checkbox to specifically consent to each type of recording).
- Subjects’ confidentiality:** enter **where data will be stored** (typically “on a password protected computer” or “in a locked office on campus” or similar) and **when the data will be destroyed** (e.g., “one year after data collection”).
- Psychological Stress or Physical Stress:** If the “yes” box is checked for either of these, it must be addressed in the Informed Consent (e.g., including contact information for resources available to subjects who experience psychological stress or including possible exclusion criteria regarding physical exercise requirements and arrangements for provision of medical care when needed).
- Department Chair** (for faculty) or **Faculty Advisor/Graduate Committee Chair** (student) **signs** at the top of the page 4 Recommendations section and checks the **“I concur” box** for applications in the **Exempt** category. The same line is used for **Full Board** applications, but the **“I do not concur (Require Full Board Review)” box** is checked.

Informed consent

- Must include title **“Informed Consent”** at top of page.
- Must include a discussion of **Risks/Benefits**. Even if there are no foreseeable risks or direct benefits, it must include a statement indicating that.
- Must include **HSRC contact information:** “If you have questions about your rights as a participant, you may contact the Human Subjects in Research Committee at 530-898-3145 or IRB@csuchico.edu.”

Research Instrument

- Submit a final version of your **interview questions or survey** with the application. (If you need to make changes subsequent to submitting application, you may submit the one-page [Amendment form](#) available on the [RESP Human Subjects website](#).)