



# Approvals for Using Human Subjects in Research

The Southern Baptist Theological Seminary

**Researcher** \_\_\_\_\_

**Research Type**     Student                       Faculty                       Institutional

**Human Subjects**                                       Ages 17 or Under     Ages 18 or Older

**Research Title** \_\_\_\_\_

Please initial *each* of the following statements as affirmation of your compliance to the protocol, then sign with your full signature and enter the date signed on the lines provided.

\_\_\_ I have accurately described the informed consents and levels of risk to human subjects in my study to the best of my ability, and will implement the research protocols *as documented*, incorporating modifications as required.

\_\_\_ I understand that if I make changes and/or additions to these protocols, I *must* seek the approval of my Research Supervisor *prior* to the gathering of data with these protocols.

\_\_\_ I understand that instrumentation developed and/or revised for use with human subjects in the study *must* be approved by my Research Supervisor *prior* to use with human subjects.

\_\_\_\_\_  
Researcher Signature

\_\_\_\_\_  
Date

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SECTION BELOW FOR OFFICE USE ONLY

The documentation of the research protocols submitted by the researcher/research team appropriately informs, acquires consents, and provides accommodations for the projected level/s of risk to human subjects participating in the study . . .

without required modifications.

with required modifications as attached.

\_\_\_\_\_  
Research Supervisor (Printed Name & Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Research Ethics Committee

\_\_\_\_\_  
Date

\_\_\_\_\_  
SVP Academic Administration

\_\_\_\_\_  
Date

Research Ethics Committee Assessment
<input type="checkbox"/> Low Risk
<input type="checkbox"/> Medium Risk
<input type="checkbox"/> High Risk

Before implementing your ministry project, **you must receive approval from your supervisor and the Ethics Committee.** Failure to complete ethics forms in full will delay the approval process. A Research Profile, including ethics forms, should be submitted following approval of your first three chapters. The ethics forms checklist must be included with the Research Profile. Ethics forms can be found on SBTS's Resources for Professional Doctoral Students website. Go to Writing Resources. (<http://www.sbts.edu/doctoral/dmin/pds-student-resources/writing-resources/>)

Prepare a Research Profile describing the proposed research with human subjects. If your research does not include human subjects, you will not need to complete the ethics forms.

\_\_\_\_ 1. I have attached the *Approvals for Using Human Subjects in Research* form with the top portion completed. This form serves as the cover page.

\_\_\_\_ 2. I have completed the form *Assessment of Risk to Human Subjects in Research* (2 pages). For guidance, use the document *Risk Assessment and Informed Consent Guide*.

\_\_\_\_ 3. I have attached a copy of my *Title Page*.

\_\_\_\_ 4. I have included the following sections as a single-spaced document.

\_\_\_\_ 4a. **Research Purpose**

You only need to include the Research Purpose stated in the introduction of your study, not the longer introduction or rationale for the study. Include a copy of stated *Delimitations of the Study*, if any.

\_\_\_\_ 4b. **Project Goals**

This information is from the introduction of your study.

\_\_\_\_ 4c. **Research Methodology**

This information is from the methodology section of your study.

\_\_\_\_ 4d. **Population and Sample statements**

This information is from the methodology section of your study. Particularly note if you are conducting research with minors.

\_\_\_\_ 5. I have included a copy of my instruments (e.g., surveys, rubrics, inventories, etc.) and/or a description of proposed instruments in the Appendices (Appendix 1, Appendix 2, etc.).

- ✓ Refer to the *Goal Development Worksheet* in determining proper instruments for your research goals.
- ✓ Each research goal should have an instrument. Refer to the website for examples of instruments.

\_\_\_\_ 6. I have included a copy of my *Vitae* from the study.

Submit the completed Research Profile (Items 1-6) to your research supervisor. After the supervisor approves the Research Profile, send a hard copy of the Research Profile to the PDS office. An email notification will be sent to the student when the Research Profile is approved by the Ethics Research Committee.

I have read the above checklist and understand that I may gather data with human subjects only upon receiving approval by the Research Ethics Committee.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date