

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