Approvals for Using Human Subjects in Research
The Southern Baptist Theological Seminary

Researcher

Research Type
[ ] Student  [ ] Faculty  [ ] Institutional

Human Subjects
[ ] None  [ ] 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.


Research Supervisor/Faculty Colleague

Research Ethics Committee

SVP Academic Administration

Research Ethics Committee Assessment

[ ] Low Risk

[ ] Medium Risk

[ ] High Risk

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.
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, describing the proposed research with human subjects, should be submitted following approval of your first three chapters. The ethics forms checklist must be included with the Research Profile. If your research does not include human subjects, you will not need to complete the profile or 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 as a PDF 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