

HUMAN SUBJECTS APPLICATION CHECKLIST

Revised December 2008

General

- ___ 01. I've submitted the current Application and Consent forms, downloaded from <http://www.psych.nyu.edu/research/recruit.html>
- ___ 02. All forms are completely typewritten, as required, in 11- or 12-point font.
- ___ 03. My application has no typos, grammatical or spelling errors, etc., and will not embarrass me or the department.

Cover Page for the Application for Approval of Research Using the Psychology Human Subjects Pool and Other Adult Subjects:

- ___ 04. I've dated the form, given the complete title & unique short name.
- ___ 05. I've checked where I want subjects from, this study's type, and indicated the latest prior semester of approval (if any).
- ___ 06. Everyone's names, office locations, office & home phone #s, and NYU email addresses are on the cover (2nd) page.
- ___ 07. I've indicated the location of the study in Meyer Bldg or otherwise offered strong justification why it must be elsewhere.
- ___ 08. If the study is externally funded, I've indicated the study's Sponsor Name, exact Grant Title, & Grant Number

Application for Approval of Research Using the Psychology Human Subjects Pool:

- ___ 09. At the beginning of the form I have filled in the blanks as requested.
- ___ 10. Re topic 1 (**Purpose**): For the benefit of the IRB [UCAIHS] committee that will review my application, I have supplied a brief but clear paragraph or two describing the motivation for doing my study and what its goals and/or predictions are. I've put this between the dotted lines (and done the same with my other responses).
- ___ 11. This "Purpose" contains text that is excerpted to describe the study's purpose on the consent and permission forms, the Sona ad, and any voice messages, emails, posters or letters I may use to recruit participants.
- ___ 12. Re topic 2 (**Participant Composition and Recruitment**): I have supplied the information requested. If I placed an ethnic, linguistic, course, or other restriction on who can participate in my study, I have supplied a strong scientific rationale for this.
- ___ 13. If I'm pre-selecting participants from Intro. based on the Battery, I described my selection criteria and attached the scale(s).
- ___ 14. If I am recruiting adults from outside the pool, I have provided all the details requested on how I'll recruit them.
- ___ 15. Re topic 3 (**Sona Recruitment Advertisement**): I have supplied the verbatim Sona ad for the web, including purpose, time required, credits and/or money offered an incentive for participating in it, and pre-selection "By invitation only."
- ___ 16. Time required is stated in increments of ½ hour so it precisely matches the credits offered, here and in permission forms.
- ___ 17. Re topic 4 (**Informed Consent**): I have included a copy of the Informed Consent Form (see below), including separate forms for paid Pool participants and outside adults, as needed.
- ___ 18. I have included a copy of the Parent's or Guardian's Informed Permission Form (see below), for minors from the Pool.
- ___ 19. Re topic 5 (**Confidentiality**): I have made sure that the procedures adequately safeguard the privacy of my subjects as recommended in "**B. Confidentiality**" of the Instructions, and have explained those procedures in the application. I know that "Confidential" means "secret," as in keeping data inaccessible to unauthorized persons, whereas "Anonymous" means "bearing no identifier." Participants are anonymous only if names are unknown. Data can be both confidential and anonymous.
- ___ 20. I have described where and for how long I will keep the data, and if, when and how I will dispose of it.
- ___ 21. Re topic 6 (**Potential Risks of Harm and Benefits**): My responses describe possible benefits and risks of harm in my study as detailed under "**A. Benefits & Potential Risks...**" of the Instructions that precede the Application Form itself.
- ___ 22. Re topic 7 (**Procedure**): I have described the procedures and included all questionnaires I will use, including for pre-selection.
- ___ 23. Re topic 8 (**Debriefing**): I have included a copy of the Debriefing statement I will use (see below) for Pool participants, and other participants if there is deception.
- ___ 24. I have secured the signatures of ALL investigators, at the end of the Application Form.

Request for Subject Hours from the Psychology Subject Pool Form:

- ___ 25. I have supplied all the requested information at the top of the form including the Faculty Sponsor's (if there is one) signature. If the study was previously approved, I've noted how recently. See Researcher's Guide on <http://www.psych.nyu.edu/research/recruit.html>
- ___ 26. I have supplied the information requested under topic A on my research's category.
- ___ 27. I have supplied all the information requested under topic B regarding starting date and hours needed.
- ___ 28. Under topic C, I have noted whether my study requires population or course restrictions, and any Battery pre-selection.
- ___ 29. Under topic D, I have noted whether I want to recruit participants through means other than Sona, and if so, why. In such a case, I have included the verbal script and/or email message to be used in recruiting participants outside Sona.

Informed Consent Form (see "**C. Informed Consent**" in the Instructions that precede the Application Form and **Item 4** in the Form itself):

- ___ 30. I have included up to three separate consent forms, depending on whether I am offering Pool participants credit or payment, and whether I am recruiting adults outside the pool.
- ___ 31. I have used the current revised forms downloadable from <http://www.psych.nyu.edu/research/recruit.html>
- ___ 32. It is on department letterhead paper, including address and phone number.
- ___ 33. I have supplied the identifier and contact information requested.
- ___ 34. I have supplied a clearly written -- but not too technical -- paragraph explaining the motivation and goals of the study appropriate for the student to know before participating, and excerpted from the Application above.
- ___ 35. I have supplied an account of what the participant will be asked to do, in what order, and for how long in toto, including being audio- and/or videotaped. Regarding procedures involving deception, I have consulted the UCAIHS website for determinations

of what is allowed and how it should be done.

- ___ 36. If credit is offered Pool participants, I tell how much.
- ___ 37. I have supplied the requested information on potential risks, and before doing so have consulted "A. Benefits & Potential Risks" in the Instructions that precede the Application Form.
- ___ 38. I have described any payment (e.g., money) but not credit offered, if this study is for pay.
- ___ 39. I have described any benefits, without exaggeration.
- ___ 40. I have supplied any special provisions of consent (such as the subject's right to agree to, review, and possibly have destroyed any audio or video tapes or portions thereof that might be made as part of the subject's participation).
- ___ 41. I have supplied the requested information on confidentiality, and have consulted "B. Confidentiality" in the Instructions that precede the Application Form.
- ___ 42. In the Agreement to Participate statement that concludes this Consent Form I have made sure that I have supplied my name and, if appropriate, Professor X's name as requested in the brackets.

Parent's or Guardian's Informed Permission Form (see "C. Informed Consent" in the Instructions that precede the Application Form and Item 4 in the Form itself) if you are not excluding minors from the Pool:

- ___ 43. I have used the current form downloaded from <http://www.psych.nyu.edu/research/recruit.html>
- ___ 44. It is printed on department letterhead paper, including address and phone number.
- ___ 45. I have supplied the identifier and contact information requested.
- ___ 46. I have supplied a clearly written -- but not too technical -- paragraph explaining the motivation and goals of the study appropriate for the student to know before having participating.
- ___ 47. I have supplied an account of what the student will be asked to do, in what order, and for how long in toto, including being audio- and/or videotaped. I have described the amount of credit offered. Regarding procedures involving deception, I have consulted the UCAIHS website for determinations of what is allowed and how it should be done..
- ___ 48. I have supplied the requested information on potential risks, and before doing so have consulted "A. Benefits & Potential Risks" in the Instructions that precede the Application Form.
- ___ 49. I have described any payment (e.g., money) but not credit offered, if this study is for pay.
- ___ 50. I have described any benefits, without exaggeration.
- ___ 51. I have supplied any special provisions of consent (such as the subject's right to agree to, review, and possibly have destroyed any audio or video tapes or portions thereof that might be made as part of the subject's participation).
- ___ 52. I have supplied the requested information on confidentiality, after consulted "B. Confidentiality" in the Instructions.
- ___ 53. In the Agreement to Participate statement that concludes this Consent Form I have made sure that I have supplied my name and, if appropriate, Professor X's name as requested in the brackets.

Debriefing Form (see "D. Debriefing" in the Instructions that precede the Application Form):

- ___ 54. It is on department letterhead paper, including address and phone number.
- ___ 55. Centered in caps at the top is the unique short name (name given to subjects, on Sona) of my experiment.
- ___ 56. I have explained what the study hopes to find out or test, and why.
- ___ 57. I have explained how the study is designed to achieve the above aims.
- ___ 58. I have described whether and why the Intro. Battery was used to pre-select participants.
- ___ 59. If my study involved deception, I have explained why that had to be the case and apologized for its necessity.
- ___ 60. I have briefly discussed the study's broader implications and pointed out other phenomena and/or questions it is related to.
- ___ 61. I have included some full references to relevant journal articles or books chapters, and listed related topics that students may find in the indices of their textbooks (whatever course they are in), so they can easily read more about this research area.
- ___ 62. In my explanations I have not been too simplistic to be of educational value, and not too complex for intro students.
- ___ 63. In a section headed "For Advanced Students:" I have described the study's formal hypotheses.
- ___ 64. In this same section, I have listed the independent and dependent variables (or simply variables for a correlational study).
- ___ 65. In this same section, I have described what statistical tests I'll perform on these variables to test the hypotheses.
- ___ 66. I have included the following statement at the bottom of the debriefing statement followed by a place for subjects to sign: "*I feel that I have been adequately debriefed about the nature of the experiment. The investigator has explained the purposes of the research to me, and I feel that any questions I have asked were satisfactorily answered.*"

All questionnaires (if any)

- ___ 67. All questionnaires (if any) are included with this application.