HUMAN SUBJECT APPLICATION CHECKLIST

Date: ____________________________  Rev. Sept., 05
TO: Subject Pool Mailbox in Rm 550, 6 Washington Place.
FR: [Your Name]
RE: My Human Subjects Application Titled: __________________________

Please indicate with checks that you have supplied the information called for in your application and its attachments. Include the checklist with your application. Thanks.  Professor Jim Uleman (jim.uleman@nyu.edu)

General

___ 01. I’ve submitted the current Application and Consent forms, downloaded from http://www.psych.nyu.edu/studies.
___ 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.
___ 04. Everything (except this form) has 1” margins, is printed one-sided, and is paper-clipped together.
___ 05. I’ve used no staples or post-its, or other attachments that would impede photocopying.

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

___ 06. I’ve dated the form, given the complete title & short code name.
___ 07. I’ve checked where I want subjects from, this study’s type, and indicated the latest prior semester of approval (if any).
___ 08. Everyone’s names, office locations, office & home phone #s, and NYU email addresses are on the cover (2nd) page.
___ 09. I’ve indicated the location of the study in Meyer Bldg or otherwise offered strong justification why it must be elsewhere.
___ 10. 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:

___ 11. At the beginning of the form I have filled in the blanks as requested.
___ 12. 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).
___ 13. This “Purpose” contains text that is excerpted to describe the study’s purpose on the consent and permission forms, the Experimetrix ad, and any voice messages, emails, posters or letters I may use to recruit participants.
___ 14. 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.
___ 15. If I am pre-selecting participants from Intro. Psych. based on the Battery, I have described my selection criteria and attached the scale(s).
___ 16. If I am recruiting adults from outside the pool, I have provided all the details requested on how I’ll recruit them.
___ 17. Re topic 3 (Experimetrix Recruitment Advertisement): I have supplied the verbatim Experimetrix ad for the web, including purpose, time required, credits and/or money offered for participating in it, and pre-selection “By invitation only.”
___ 18. Time require is stated in increments of ½ hour so it precisely matches the credits offered, here and in permission forms.
___ 19. Re topic 4 (Informed Consent): I have attached a copy of the Informed Consent Form (see below), including separate forms for paid Pool participants and outside adults, as needed.
___ 20. I have attached a copy of the Parent’s or Guardian’s Informed Permission Form (see below), for minors from the Pool.
___ 21. 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.
___ 22. I have described where and for how long I will keep the data, and if, when and how I will dispose of it.
___ 23. 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.
___ 24. Re topic 7 (Procedure): I have described the procedures and attached all questionnaires I will use, including for pre-selection.
___ 25. Re topic 8 (Debriefing): I have attached a copy of the Debriefing statement I will use (see below) for Pool participants, and other participants if there is deception.
___ 26. 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:

___ 27. 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 Researchers Guide on http://www.psych.nyu.edu/studies.
___ 28. I have supplied the information requested under topic A on my research’s category.
___ 29. I have supplied all the information requested under topic B regarding starting date and hours needed.
___ 30. Under topic C, I have noted whether my study requires population or course restrictions, and any Battery pre-selection.
___ 31. Under topic D, I have noted whether I want to recruit participants through means other than Experimetrix, and if so, why.  In such a case, I have attached the verbal script and/or email message to be used in recruiting participants outside Experimetrix.

Informed Consent Form (see “C. Informed Consent” in the Instructions that precede the Application Form and Item 4 in the Form itself):
___ 32. 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.

___ 33. I have used the current revised forms downloadable from http://www.psych.nyu.edu/studies.

___ 34. It is printed on department letterhead paper, including address and phone number.

___ 35. Under “The Study” I have supplied the identifier and contact information requested.

___ 36. Under “Its Purpose” I have supplied a clearly written -- but not too technical -- paragraph or two explaining the motivation and goals of the study appropriate for the student to know before participating, and excerpted from the Application above.

___ 37. Under “Its Procedures” 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.

___ 38. If credit is offered Pool participants, I tell how much under “Its Procedures.”

___ 39. Under “Its Risks of Harm” I have supplied the requested information and before doing so have consulted “A. Benefits & Potential Risks” in the Instructions that precede the Application Form.

___ 40. Under “Its Payments or Other Incentives,” I have described any payment (e.g., money) but not credit offered.

___ 41. Under “Its Benefits” I have supplied the requested information, without exaggeration.

___ 42. Under “Subject’s Rights” 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).

___ 43. Under “Confidentiality” I have supplied the requested information and have consulted “B. Confidentiality” in the Instructions that precede the Application Form.

___ 44. 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:

___ 45. I have used the current form downloaded from http://www.psych.nyu.edu/studies.

___ 46. It is printed on department letterhead paper, including address and phone number.

___ 47. Under “The Study” I have supplied the identifier and contact information requested.

___ 48. Under “Its Purpose” I have supplied a clearly written -- but not too technical -- paragraph or two explaining the motivation and goals of the study appropriate for the student to know before having participating.

___ 49. Under “Its Procedures” 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.

___ 50. Under “Its Risks of Harm” I have supplied the requested information and before doing so have consulted “A. Benefits & Potential Risks” in the Instructions that precede the Application Form.

___ 51. Under “Its Payments or Other Incentives,” I have described any payment (e.g., money) but not credit offered.

___ 52. Under “Its Benefits” I have supplied the requested information, without exaggeration.

___ 53. Under “Subject’s Rights” 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).

___ 54. Under “Confidentiality” I have supplied the requested information and have consulted “B. Confidentiality” in the Instructions that precede the Application Form.

___ 55. 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):

___ 56. It is printed on department letterhead paper, including address and phone number.

___ 57. Centered in caps at the top is the codename (name given to subjects, on Experimetrix) of my experiment.

___ 58. I have explained what the study hopes to find out or test, and why.

___ 59. I have explained how the study is designed to achieve the above aims.

___ 60. I have described whether and why the Intro. Battery was used to pre-select participants.

___ 61. If my study involved deception, I have explained why that had to be the case and apologized for its necessity.

___ 62. I have briefly discussed the study’s broader implications and pointed out other phenomena and/or questions it is related to.

___ 63. 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.

___ 64. In my explanations I have not been too simplistic to be of educational value, and not too complex for intro students.

___ 65. In a section headed “For Advanced Students:” I have described the study’s formal hypotheses.

___ 66. In this same section, I have listed the independent and dependent variables (or simply variables for a correlational study).

___ 67. In this same section, I have described what statistical tests I’ll perform on these variables to test the hypotheses.

___ 68. 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)
69. All questionnaires (if any) are appended to the end of this application.