

To: Persons intending to write a Master's Project or, based on grandfathering privileges related to an admission date preceding October 1, 2005, an Integrative Paper or Thesis
From: Dan Haugen
RE: Human Subjects Review

It is the policy of the Adler Graduate School to carefully observe a standard Human Subjects Review process whenever a student prepares to write a Master's Project or, if available to the student (based on an admission date preceding October 1, 2005, either an Integrative Paper or Thesis. The Process of Human Subjects Review is an important feature of graduate education and helps to protect human subjects who participate directly or indirectly in research activities.

Please complete the attached form for proposals and return it to me.

Thank you.

HUMAN SUBJECTS RESEARCH REVIEW PROCESS

- 1) This process applies to Master's Projects and, for students eligible to write either an Integrative Paper or a Thesis (based on an admission date preceding October 1, 2005), to those capstone projects as well.
- 2) Student prepares proposal
- 3) Process for gathering data/information and type of data/information must be described
 - a) Data/information gathered through research methods including surveys, interviews, observations
 - b) Data/information gathered from previous research
 - c) Degree of invasiveness in research methods and degree of intimacy of data/information collected
- 4) Criteria to be satisfied
 - a) Ensure subjects' safety
 - b) Subjects' risks minimal and reasonable relative to subjects' benefits
 - c) Sound research design
 - d) Process for selection of subjects must be defensible
 - e) Informed consent sought and documented, as appropriate
 - f) Adequate plan to monitor data collected
 - g) Ensure privacy/confidentiality of data
 - h) Additional safeguards for vulnerable subjects
- 5) Human subjects research must be reviewed and approved by AVP
 - a) AVP and a student's Chairperson and Reader will independently review proposals
 - b) AVP, Chairperson or Reader may direct applicant to adapt proposal
 - c) AVP must approve final proposal before work with Chairperson and Reader begins

Effective October 19, 2006

ADLER GRADUATE SCHOOL
INTEGRATIVE PAPER PROPOSAL

Request to Academic Vice President for Approval of Integrative Paper Proposal

1. Date: _____
2. Name of Student: _____
3. Project Advisors: Chairperson _____
Reader _____
4. Project Title or Subject: _____
5. ____ 2-credit Integrative Paper ____ Other
6. Inclusive dates: From _____ To _____
7. Description of Project: _____

8. Description of Research Methods: _____

9. Will project include human subjects? ____ Yes ____ No (If no, skip to signature lines at bottom of application)
10. If yes to number 9, describe these human subjects and how they will be integrated into this project: _____

11. If yes to number 9, what are your plans for obtaining individual human subject's informed consent to participate? _____

