



## Human Subjects Committee Screening Form

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The Human Subjects Committee has been charged with the responsibility of screening all studies which employ human subjects conducted under the auspices of Eastern New Mexico University. The guidelines employed for screening are those set forth by DHHS and the ethical standards of the APA.

The Human Subjects Committee will review proposals as they are submitted. Turnaround time for decisions on proposals will vary, but every attempt will be made to render a decision within one month of submission during the fall and spring semesters. If you wish to collect data from May through August, proposals should be submitted by April 15.

Proposals, which include the four-page Human Subjects Committee Screening Form, Informed Consent Forms and Surveys should be submitted as separate Word file attachments via e-mail to [Bettye.Gollehon@enmu.edu](mailto:Bettye.Gollehon@enmu.edu).

If you are unable to submit proposals electronically, six copies of proposals should be submitted to Bettye Gollehon in the Graduate School, Station 24, Administration Building, Room 216. Failure to submit proposals on the proper forms will delay a decision.

Actual title of investigation: \_\_\_\_\_

If deception is involved, title of investigation provided to subjects: \_\_\_\_\_

Principal Investigator: \_\_\_\_\_

Department and telephone number: \_\_\_\_\_

Other persons involved in the project (identify their status: graduate, undergraduate, agency, etc.): \_\_\_\_\_

Number of subjects required: \_\_\_\_\_

Length of participation: \_\_\_\_\_

Source of subjects: \_\_\_\_\_

How will subjects be selected: \_\_\_\_\_

Description of subject population: \_\_\_\_\_

Starting date: \_\_\_\_\_ Completion date: \_\_\_\_\_

Source of project funds: \_\_\_\_\_ Unfunded: \_\_\_\_\_

*Approvals:*

If student, name and **signature** of faculty sponsor: \_\_\_\_\_

**Signature** of department chair: \_\_\_\_\_

1. Description of the purpose of the study:
  
2. Description of the procedures to which each subject will be exposed. (Attach a copy of the data-gathering instrument if available. If not available, provide a detailed description below.)
  
3. Experimenter's assessment of the extent to which the subject will be exposed to stress, discomfort, or risk (physical, psychological, social). If any risk is present, then specify: (1) Precautions to be taken; (2) plans for dealing with emergent problems; (3) plans for surveillance of equipment and assistants; and (4) evaluation of the extent to which benefits to be derived from the study justify the likelihood of risk or discomfort to the subject.
  
4. In your judgment, will the research require subjects to be misled, uninformed, or misinformed about any aspect of the research? Yes \_\_\_\_ No \_\_\_\_\_. If yes, please describe the nature of the specific deception and indicate why the research question is being approached in this manner.
  
5. Enclose a copy of your informed consent form, including the following basic elements of informed consent:
  - A. A fair explanation of the procedures to be followed, including an identification of those which are experimental.
  - B. A description of the attendant discomforts and/or risks.
  - C. A description of the benefits to be expected.
  - D. A disclosure of appropriate alternative procedures that would be advantageous for the subjects.
  - E. An offer to answer any inquiries concerning the procedures.
  - F. An instruction that the subject is free to withdraw consent and to discontinue participation in the project or activity at any time without prejudice to the subject.
  - G. A description of plans for protecting the confidentiality of information obtained from the subject.
  
6. Summarize the information to be given the subject at debriefing following participation in the project or activity.