

Reed College
Human Subjects Research Committee (HSRC)
2008-2009

INSTRUCTIONS FOR SUBMISSION

To initiate review of your project by the HSRC, please first read the document entitled "Categories and Procedures of Review" and, if appropriate, "Guidelines for Consent" and "Research Projects in Classes". Additionally, there may be guidelines relevant to your department or division. Please note that, in addition to the Submission Form, you may need to download an Appendices document, if your project focuses primarily on Children (Appendix A), will be done with non-English speaking participants (Appendix B), or will involve a waiver of written consent procedures (Appendix C).

The Committee encourages you to ask questions before submitting the Approval Form. A list of members of the Committee can be accessed from the HSRC home web page via the "Committee Members" button. Members of the Committee welcome your questions at any time.

To facilitate its work, the HSRC has established a set of review cycles, the dates of which are reproduced below. Projects requiring full committee review should be submitted on one of the review cycle submission dates, unless other arrangements have been made through the Chair of the Committee. Projects that may qualify for expedited review may be submitted at anytime. An expedited review will be completed usually within 7-10 days. Proposals that are considered exempt may be submitted at anytime. Confirmation of exemption can be expected within a few days.

If you are submitting an addendum to a previously approved proposal, please send an email to Maggie Smith at msmith@reed.edu, outlining the changes to your research. Your addendum will be forwarded to the committee and you will hear back with requests for more information, changes, or approval within a day or two.

If you are submitting a continuation to a previously approved proposal, please see the HSRC Continuation Form 0809 found on the HSRC website.

You will notice that both the Submission Form and Appendices Documents are protected. This allows us to incorporate some formatting that makes the reading of the forms easier for the Committee. Please leave these protected.

Please submit one hardcopy of the Submission Form and any necessary Appendices/documents, bearing the appropriate Cover Page signatures, to Maggie Smith, in Psy 116. Once the signed hardcopy has been submitted, please send an electronic copy of the entire submission to her at msmith@reed.edu, so your proposal may be circulated for review.

2008-2009 HSRC Full Review Timeline / Dates

Please see http://www.reed.edu/human_subjects/calendar.html for the current timeline.