Hamline University Graduate School of Education
Human Subjects Research: Non-Exempt (Long) Form

Directions:

1. Before any student research project involving living human subjects can proceed, it must be reviewed by the Hamline University degree-granting unit subcommittee (MAT, MA in ESL, MAED/EDD). Please complete this form and submit three copies to the subcommittee according to published deadlines.

2. Respond to all sections of this form, even if "Not Applicable."

3. Type or word-process all entries. Attach extra pages as needed.

4. **Important**: Attach all consent forms, tests, institutional permission slips, etc. relative to this study. Informed consent forms from participating institutions, educational agencies, and parents and guardians must be attached.

Part I: Data about Research Project

Date Submitted	
Your Name	
Complete Mailing Address	
Telephone Numbers	Home: Work:
Email Address	
Capstone/Dissertation Title	
Administrative Advisor or Chair	Printed Name: Signature:

Part II: Rationale for Non-Exempt Status

Circle the item that indicates why your research fits the nonexempt status.

1. Does your research involve **minors or students**, except where it **only** involves the observation of public behavior when investigator(s) do(es) not participate in the activities being observed? **Yes No**

2. Does your research involve **prisoners, fetuses, pregnant women or in vitro fertilization**? **Yes No**

3. Does your research involve **mentally disabled persons**? **Yes No**

4. Does your research involve **subject deception of any kind** **Yes No**

Hamline University Graduate School of Education
Human Subjects Research: Non-Exempt (Long) Form

Part III: Dimensions of the Research Study

The focus of this section is providing evidence that, as a researcher, you have considered the risks to participants and will protect them from unacceptable risks.

1. Describe the site of your study.

2. Write a brief but detailed summary of the research you intend to do (topic, questions, purposes, methods, time line). Attach an extra page if needed.

3. Describe the nature of the involvement of human subjects in the project (personal interview, mailed questionnaire, observation, etc.). Describe any potential risks to participants and how you will protect them from unacceptable risks. Attach a copy of any instrument(s) to be used with participants.

Hamline University Graduate School of Education
Human Subjects Research: Non-Exempt (Long) Form

4. Describe the characteristics of the participants.

Total Number of Participants		
Gender and Number	Female:	Male:
Racial or Ethnic Group(s) Represented		
Disabled? If Yes, Type of Disability	Yes	No
Limited English Speakers?	Yes	No
Age Group of Participants (see below)		
Other (explain, including the need to use special groups in the study)		

4. Is deception used in the study? If yes, explain.

5. Are audio or videotapes used in the study? If yes, explain.

Hamline University Graduate School of Education
Human Subjects Research: Non-Exempt (Long) Form

6. Confidentiality protection issues (pertains to audio and video as well as written documents)
   a. What precautions will be taken to insure the privacy and anonymity of the subjects? (i.e., closed doors, private rooms, handling of written materials, etc.).

   b. What specific precautions will be taken to protect the confidentiality of the data (audio/video/paper), both in your possession and in reporting or publication? (i.e., coding, removal of identifying information, etc.).

   c. Describe procedures where confidentiality may be broken by law (e.g., child abuse, suicidal intent).

7. Informed Consent (**attach** copies of all consent forms to this document.)
   a. If consent is not necessary (e.g., for an anonymous survey), describe how you will inform all subjects of the elements of consent on the survey.

b. Where informed, voluntary, written consent is required, describe the manner in which consent was obtained for each appropriate category:

1. Adult Subjects (18 years and older - written consent required):
2. Child Subjects (under 18 years old - parent/guardian consent required):
3. Institutionalized Participants (parent/guardian/conservator):

8. Describe any possible physical, psychological, social, legal, economic or other risks to participants (attach another page if needed).

a. If there are any potential risks, describe precautions taken to minimize risk to subjects.

b. Describe procedures implemented for correcting harm caused by participating in the study (e.g., follow-up calls, referral to appropriate agencies):

9. Potential Benefit(s) of the Study

a. Assess the potential benefit(s) of the study for the participants.

b. Assess the potential benefit(s) of the study to society at large.

c. Assess the potential benefit(s) to the professional audience of this study.

d. Do the benefits of your study significantly outweigh the potential risks? If no, explain.

Part IV: Signature of Researcher

As the primary researcher, I attest that all of the information on this form is accurate, and that every effort has been made to provide the reviewers with complete information related to the nature and procedures to be followed in this capstone or dissertation.

Signature: _____ _____

Researcher's Name Date