

Committee for the Protection of Human Subjects Protocol
Revision Checklist

Name _____ Date _____

Project Title: _____

Program/Department _____ Advisor _____

The committee has received your protocol and the sections checked below need to be revised. Students should consult with their advisors to help them with revisions. Please submit your revised protocol to Linda Perez, Chair, Human Subjects Committee during summer 2013 (Imperez@mills.edu). You do not need to resubmit the original title page. Indicate in a written cover letter that you are resubmitting your protocol and how you have addressed the problems or questions raised. *Protocol revision received after the deadline will be reviewed*

_____.

___ Title page with appropriate signatures

___ Description of Research

___ Inadequate description of research goal

___ Inadequate summary of background research

___ Reference citations and/or references omitted from summary

___ Benefit of Research to Human Subjects: Inadequate description of what research in this area will contribute to the field

___ Description of Subjects: Inadequate description of the pool of human participants proposed for your study.

___ Procedures: Inadequate description of procedures. Be sure to describe exactly what proposed involvement with human participants is, including what surveys, questionnaires, videotapes, interventions, etc. will be used.

___ Assessments have not been appended to the protocol. Add as appendices copies of all proposed interviews, surveys, questionnaires, written recruitment announcements, script for telephone participant recruitment, letters/materials introducing your study to other institutions/agencies, etc.

___ Potential Risks and Discomforts to Subjects: Inadequate description of the distress or discomfort a human participant may experience by participating in your research or project.

___ Means Taken to Minimize Risk and Discomfort: Inadequate description of the means taken and/or resources provided to human participants who might experience distress or discomfort a human participant may experience by participating in your research or project. Psychological or social services resources should be named if applicable.

___ Consent Form