Human Subject Research Approval Process and Form

Process

Persons interested in pursuing any research within the PCSD with the involvement of human subjects must complete this form and earn approval from the Superintendent or his designee. Once approved, the researcher may approach program administrators and seek their approval for the project to go forward. The District approval does not guarantee that the research will go forward. Building and program administrators may not be able to host the research project due to a variety of constraints; however, the District approval is required as a necessary first step.

Approval Status

The study:

Was reviewed by:

\_\_\_is approved

\_\_\_is not approved

Superintendent of Schools or designee:

Signature:

Please complete the form below and return it to the Superintendent’s Office.

515 Rte 22

Pawling, NY 12564

Basic Information

Title of study:

Proposed dates for research to begin:

Proposed date for research to conclude:

Principal researcher name:

Organizational affiliation of principal researcher:

Names of any additional researchers and organizational affiliation:

Prior Approval

Your research has been approved through another organization’s Internal Review Board \_\_\_yes \_\_\_\_no. If yes, attach your approval.

Research Rationale and Process

Please provide your research proposal, including an abstract, timeline, and methods.

Financial Interests and Conflicts of Interest

Please describe any potential financial interests in the research or conflicts of interest on the part of the researchers.

Active Consent

Please attach the means by which you intend to attract subjects and how you will obtain active consent. Attach the consent forms you will use and be sure those forms reference the following:

\_\_\_purpose of study

\_\_\_research protocol

\_\_\_potential harm

\_\_\_potential benefits

\_\_\_data security, including how the data will be collected, how it will be stored, and its ultimate disposition

\_\_\_any optional components, such as audio recording

\_\_\_means by which participants may obtain more information