

COURSE APPROVAL NOTIFICATION FORM

Clark’s position with regard to human subjects in research has been established through internal discussion and by federal guidelines. We are obliged to safeguard the rights of human subjects in a formal way in all of the following situations:

- (1) Sponsored research;
- (2) Un-sponsored research carried out by an individual faculty member;
- (3) Research by graduate students during the course of their study;
- (4) Research by undergraduates if it is part of a formal process at Clark, including that which is part of a course or readings program.

If any research involving human subjects is being conducted, the researcher is obliged to report the research and fill out a form outlining how the rights of human subjects will be protected. Guidelines for preparing this application are available from the Research Office. The application is then reviewed and approved by Clark’s Internal Review Board for Research Involving Human Subjects. This process is essential in order to comply with federal regulations.

Any faculty member who will have in her/his courses a human subject oriented research should consult with me about the appropriate mechanism for approval of such research. The form below should be returned to me to report human subjects research in your course(s)/lab(s).

I EMPHASIZE THE IMPORTANCE THAT IT IS A FACULTY MEMBER’S RESPONSIBILITY TO ALERT STUDENTS TO THE RIGHTS OF HUMAN SUBJECTS

Guidelines and forms are available on the web under OSPR

Please detach and return this portion to the **Office of Sponsored Programs and Research**

I anticipate that research involving human subjects will be carried out in the following course(s)/lab(s). Please indicate if approval has been given from previous years.

Department	Course Title/Number	Research to be carried out by:
_____	_____	Faculty___ Grad___ Undergrad___
_____	_____	Faculty___ Grad___ Undergrad___

Signed _____ Dept. _____

The Committee meets monthly during the academic year. Please take into account the time needed to obtain Human Subjects Committee approval. ***Proposal deadlines are announced in Campus Update.*** Executive approval should be obtained only in the summer months.