Guidelines for Proposal Submission to the **Human Subjects Committee (HSC)**

At Fort Valley State University

DHHS#: IRB00006368 FWA#: 00018566

To ensure proper submission of proposals for research involving human subjects to the Human Subjects Committee at Fort Valley State University, the following guidelines are established:

1. Acquire the current proposal and disclaimer forms from the chair of the HSC at

[rileyc@fvsu.edu](mailto:rileyc@fvsu.edu).

2. Complete the proposal form following the attached instructions. Take note that:

a. In the case of faculty or FVSU staff submissions, the Primary Investigator (P.I.) will be the

lead faculty or staff member with whom all correspondence from the HSC will be made.

All additional researchers will be listed as co-Primary Investigators (co-P.I.s)

b. In the case of a student submission, the P.I. will be the faculty member supervising or

overseeing the research (e.g. committee chair, etc.). The student will be the first co-P.I.

and all additional researchers will be listed as additional co-P.I.s.

3. If a consent form is necessary, the official FVSU disclaimer must be included on the form.

4. An Executive Summary to include a brief description of the study and methods to be used is

required. Note that in the case of student research, it should not be Chapter 1 of the study. It

must be in brief summary form.

5. Any other pertinent documentation such as questionnaires, letters of permission or

cooperation, surveys, etc., are also required.

6. All documents are to be submitted, in “Word” format, to the chair of the HSC at

[rileyc@fvsu.edu](mailto:rileyc@fvsu.edu). The **deadline** for submission of all documents to be considered at the next

HSC meeting is one week prior to the scheduled meeting. In general, the HSC meets on the

first Thursday of each month September through April. As other University commitments

may occasionally conflict with these dates, care should be taken to check with the chair of the

HSC to confirm meeting dates when submitting proposals as well as to ascertain meeting

times and locations.

7. On the day of the meeting, the P.I. and/or co-P.I. are asked to facilitate and expedite the

approval process being present to answer any questions the HSC may have regarding the

proposal. In this manner, they will also have any additions or changes clarified which may be

necessary prior to final approval of the proposal.

8. Any changes necessary are to be subsequently made and resubmitted electronically to the

chair of the HSC, along with a hard copy with all necessary signatures.

9. Upon receipt of all necessary changes to the proposal and additional documents, as well as a

signed hard copy, a letter of approval will be issued. A deadline for completion of the study

will be included in the letter of approval. Any study not completed by the deadline will need

to be renewed one month in advance of the expiration date.

Any additional questions regarding the submission of proposals should be directed to:

Clarence E. Riley, Jr., Ph.D.

Chair, Human Subjects Committee

Fort Valley State University

(478) 825-6898

[rileyc@fvsu.edu](mailto:rileyc@fvsu.edu)