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.

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. 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