

**Marietta College
Human Subjects Committee**

REVIEW INSTRUCTIONS FOR COMMITTEE MEMBERS

- The HSC chair is responsible for checking the Human Subjects Committee e-mail account, and for all correspondence with investigators and faculty advisors.
- Upon receipt of a proposal in the Human Subjects Committee e-mail account (human.subjects@marietta.edu), the HSC chair will assign a number to the proposal and add the proposal information to the central database of HSC proposals.
- For student investigators, the HSC chair will confirm that researcher(s) have either submitted a certificate documenting completion of the online ethics training, or that the certification is already on file. Committee review of the HSC proposal will not take place until this certification is on file.
- For student investigators, the HSC chair will confirm that an e-mail of support from a faculty or staff member has been received. If it has not, the appropriate faculty member will be contacted. Committee review of the HSC proposal will not take place until this is received.
- For short forms, two committee members will be selected to review the proposal. For long forms, three committee members will be selected. The HSC chair will forward the proposal to reviewers, along with information about the HSC number assigned to the study.
- Each committee member assigned to a proposal will read the proposal and complete the “Proposal Evaluation Form,” including a signature at the bottom of the page on one hard copy.
- The HSC chair will assign a *primary reviewer* for each proposal. The primary reviewer will contact the other reviewer(s) to discuss the decision. If a consensus is reached to either approve or deny the proposed study, then the primary reviewer will complete an electronic version of the “Proposal Evaluation Form” that summarizes the reviewers’ decision and comments, and includes the names of the reviewers at the bottom of the page (no signatures required for the electronic document). This document will then be sent by electronic attachment to the HSC chair (human.subjects@marietta.edu).
- All reviewers will send a signed hard copy of the “Proposal Evaluation Form” to the HSC chair via campus mail. These will be kept on file along with the original proposal. Copies of this signed document will be available to researchers and/or faculty advisors upon request.
- If a consensus cannot be reached to approve or deny the proposed study, then the proposal will be sent to a 3rd committee member (for Short Forms) or to the entire committee (for Long Forms).
- To notify investigators of the committee decision, the HSC chair will send the “Proposal Evaluation Form” by e-mail attachment to the student investigator, faculty sponsor, and the HSC members who evaluated the proposal.