

APPENDIX C
 REPORT FOR THE CONDUCT OF RESEARCH INVOLVING HUMAN SUBJECTS
 SANTA CLARA UNIVERSITY
 Human Subjects Committee

The Santa Clara University Human Subjects Committee requires that the investigator(s) for each research project involving human subjects submit a report at the end of the approval period. In completing the following report, be advised that the persons reviewing it may be entirely unfamiliar with the field of study involved. Present the request in computer-generated form and in non-technical terms understandable to the HSC. It is the investigator's responsibility to provide an accurate assessment of the research to date. Please submit a copy of your complete report and any other material that will assist the Human Subjects Committee in its review. This report must accompany any requests for renewal of a previously approved research project.

DATE OF REPORT: _____

| | | |
|---|---------------------|--|
| PRINCIPAL INVESTIGATOR | DEPT. | PHONE NUMBER: () ____ - ____ E-MAIL: |
| OTHER INVESTIGATORS (LIST ALL) | ADDRESS | PHONE NUMBER: (.....) ____ - ____ E-MAIL: |
| FACULTY ADVISER NAME, DEPARTMENT, PHONE NUMBER, E-MAIL (IF STUDENT APPLICATION): | | |
| LEVEL OF REVIEW: EXEMPT: () EXPEDITED: () FULL REVIEW: () | | |
| PROJECT TITLE: _____ | | |
| EXTERNAL FUNDING AGENCY (if any): | PERFORMANCE PERIOD: | LOCATION OF PROJECT: |
| 1. SUMMARY INFORMATION: Provide a summary of your progress to date. | | |
| 2. DATA OBTAINED BY: (check all that apply) | | |
| Questionnaire () | Telephone () | Interview () |
| Observation () | Experiment () | Secondary Source () |
| Other (explain) _____ | | |

3. **RISKS AND BENEFITS.** Describe any changes in the risks or benefits to subjects during this reporting period.

4. **ADVERSE EVENTS.** Were there any adverse events connected with the project during this reporting period? If so, explain how they were handled.

5. **COMPLAINTS.** Were there any complaints by subjects about the treatment they received, parents of minors, or other affected parties during this reporting period? If so, explain how they were handled.

6. **SUBJECT WITHDRAWALS.** How many subjects withdrew from your study: _____ For each, explain why the subject chose to withdraw or why you withdrew the subject from the study.

7. **REPORTS.** To whom did you promise information/results of your study? Please include the dates on which the information was sent to these individuals. If such information has not yet been provided, please explain how and when this will occur.

I acknowledge that this report represents an accurate and complete description of my research.

SIGNATURES: Principal Investigator

Faculty Adviser (if Student Research)

Date

This report has been reviewed by the Santa Clara University HSC:

COMPLETE () REQUIRES ADDITIONAL INFORMATION ()

Project requires review more often than annual () Every _____ months

Comments:

SIGNATURE _____ Date _____

Chair, HSC Member, HSC Area Representative