

 <p>PENN STATE Division of Student Affairs</p>	<p>Center for Counseling and Psychological Services The Pennsylvania State University 221 Ritenour Building University Park, PA 16802-4601 (814) 863-0395</p>
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To: Researchers interested in conducting research at CAPS

From: The Research Review Committee

Re.: Procedures for evaluating potential research projects involving CAPS

Proposals must be submitted two months prior to the semester you wish to conduct research and must include the following:

1. One complete copy of your "Application for the Use Human Subjects" from the Pennsylvania State University, Office for Research Protections. Be sure to include one copy of all attachments (informed consent, research instruments, etc.).
 - a. This application is available online:
<http://www.research.psu.edu/orp/hum/APPS/index.htm>
2. A one-page document that answers the following questions:
 - a. How will your study contribute to the field, specifically in counseling centers?
 - b. Please carefully outline the required involvement of CAPS staff AND clients?
 - c. Do you plan to share your results with CAPS staff and clients?

The following criteria will be used to evaluate your proposal:

- **Quality and impact of the study.**
- Clarity of application materials and research procedures.
- Impact on CAPS resources (staff, labor, space, time).
- Impact on CAPS clients (intrusiveness, time, etc.).
- Adherence to established ethical principles and procedures.
- All factors held equal, priority is given to CAPS research projects.

CAPS APPROVAL IS CONTINGENT ON PRIOR APPROVAL FROM:

Office for Research Protections The
Pennsylvania State University
212 Kern Graduate Building
University Park, PA 16802

Telephone: (814) 865-1775
Fax: (814) 863-8699
E-mail: ORProtections@psu.edu
Web: <http://www.research.psu.edu/orp/index.html>

PLEASE FORWARD COMPLETE PROPOSALS TO:

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