

**Lancaster Theological Seminary Checklist
for Human Subject Study Application (HSSA) Approval**

1. Request HSSA packet from Franklin & Marshall College's Institutional Review Board (IRB) administrator: Patty Hollister (patty.hollister@fandm.edu (717-358-3985))

The LTS packet includes:

- This checklist
- Human Subject Study Guidelines
- Elements of Informed Consent
- SAMPLE LTS Informed Consent form (PLEASE USE AS A GUIDE ONLY)
- Human Subject Study Application
- Human Subject Study Questions document for LTS

2. Review the Human Subject Study Guidelines and the Elements of Informed Consent.

3. Complete written application which includes:

- Human Subject Study Application
- Human Subject Study Questions document for LTS

In most cases, it will also be necessary to write an Informed Consent document. An informational document ("Elements of Informed Consent") is included in the application packet as well as a *sample* form. You will need to base your Informed Consent document on these materials and according to the particulars of your study. Please be sure that all your contact information is easily available.

4. When the Application and the Questions documents are completed, printed and signed, and your Informed Consent document written and printed, please send the packet to the IRB administrator (name and address below) to be checked for completeness. (***You may instead elect to copy all the original documents as a PDF and send it by email to the Assistant to the IRB.***) It will then be sent to the Associate Dean overseeing the HSSA process. He or she will review the information and may contact you with questions. Once the application is approved, the applicant will receive an approval letter, via email, from the F&M College's IRB and the applicant may commence with the study.

5. The approval is good for three years, but must be renewed at the one and two-year anniversary of the project approval. If you wish to renew at the first anniversary, please contact the Assistant to the IRB and they will send you appropriate paperwork. At the end of the third year, a new HSSA must be entered if the applicant wishes to continue the project.

6. If your project/study changes, you must apply for an amendment to the HSSA before proceeding. Please contact the IRB administrator for an HSS Amendment Application.

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