**Dartmouth College**

**COMMITTEE FOR THE PROTECTION OF HUMAN SUBJECTS**

[**CPHS@Dartmouth.edu**](mailto:CPHS@Dartmouth.edu) **• 603-646-6482**

**CPHS –EMPLOYEE and STUDENT FORM**

**Please complete: CPHS# PI:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **Respond to each item, even if to indicate N/A or not applicable**
* **Upload the completed form to the ‘Supporting Documents’ page in Rapport.**
* **If you are completing this form on a Mac, indicate your answer to any checkboxes by bolding or highlighting, or by deleting any incorrect options.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*One of the primary responsibilities of the CPHS is to ensure that a participant’s decision to participate in research will be voluntary and that consent will be sought “only under circumstances that provide the prospective subject... sufficient opportunity to consider whether to participate and that minimize the possibility of coercion or undue influence.” Students and employees may be vulnerable to “subtle inducements to participate”. This form should be used if you plan to enroll students or employees of Dartmouth College, Geisel Medical School, Psychiatric Research Center, Thayer School of Engineering, Tuck School of Business, The Dartmouth Institute, and affiliated sites.*

1. **Define the participants to be enrolled and explain the investigator’s relationship to the potential participants** *(e.g., supervisor, colleague, instructor).*
   1. **1. Will employees be enrolled?**

**No  Yes**

**2. Relationship:**

* 1. **1. Will students be enrolled?**

**No  Yes**

**2. Relationship:**

1. **Provide the rationale for their participation:**

*The researcher who plans to recruit either population must* ***provide the rationale for their participation:***

1. **Describe the recruitment of employees and/or students**

* Explain the mode of recruitment.
* Explain the timing of recruitment.

1. **Document carefully the methods to protect the subjects’ identity and research data:**

*Another special consideration for employee and student populations is the issue of confidentiality of research data. Depending on the nature of the research and the data collected, a break of confidentiality could affect a person’s employment, career path, educational plans, or social relationship with the academic community. (e.g., coding, storage of research files, limits of accessibility to research data, etc.).*

*Please Note: Studies enrolling Dartmouth Medical School students must be reviewed by the Medical Education Institutional Review Committee (MEIRC).*

*Check here if you plan to enroll Dartmouth Medical School Students.*

*Contact* [*Greg Ogrinc MD*](mailto:Greg.Ogrinc@va.gov) *for more information about MEIRC review.*