

Memo

To: HCB Human Subjects Committee Members

From: (full name)

Date: (date)

Re: Use of Human Subjects for (Title and Type of Project)

The goal of my study is to (describe purpose of study). I intend to collect my data by (describe data collection procedures). The (interview/survey) contains questions regarding (describe content of questions). Once the data has been collected, (briefly describe how you will analyze the data).

In addition to these questions, demographic information, such as (give example of demographics to be collected). (Describe confidentiality procedures. *Example:* I will ask for no other identifying information, and thus the participants are insured confidentiality. No one except the researchers will have access to any of the responses. None of the other participants will see any other person's responses. All responses will be kept confidential to the extent provided by law.)

I respectfully ask for approval for the use of human subjects in this research project. I have included (any supporting material such as interview protocol, survey instruments, and consent form) that will be provided to the participants for you to review. Your consideration is appreciated.

(name)