

Rudolf Steiner College Standard Format: Submissions to Ethics Review Board

Please review the ERB policy to assure you are meeting the basic objectives of the proposal submission for a capstone project or master's thesis. All forms should be submitted electronically to the chair of the ERB. Include the acronym ERB in the subject line of your electronic submission. The ERB usually meets on the third Thursday of every month during the academic year (September to May); deadline for submissions are the second Thursday of every month.

Title of Capstone Project or Thesis:

Student's full name:

The program student is enrolled within:

Advisor: (If advisor is not a core faculty of RSC, then a CV/bio of the advisor must also be submitted)

Abstract: A paragraph or two outlining the entire proposal.

Introduction: (Background and Significance of Project or Thesis)

This section should cover the following three areas:

1. What do you plan to do? State your claim or your hypothesis as clearly and as succinctly as possible.
2. Why do you think this is an important study to do? Tell us how it will contribute to the field and who your intended audience is.
3. What has already been done in this area? Cite evidence of literature in the field. Be sure to include at least three or four references of literature published within the last five years. (At the conclusion of your submission submit a References page with a minimum of 12 references.)

Study Design:

This section should cover the following four main areas:

Design

Consider the following questions and points in formulating your research design:

- How do you plan to do your project or research?
- Does the design match the aim of your project or thesis?
- Be as specific as you can in describing your protocol.
- Who/what will be included/excluded in your study and why?
- How will you recruit subjects for your study?
- How will you collect, track and analyze your data?

How long will this study take from start to finish?
Will any test be administered?
Will any remuneration be involved?
Address the issue of confidentiality.

Ethics

Consider the following questions and points as you state your research design:

What are the potential risks and benefits to this study?
Be as specific as possible; include loss of time, potential for injury, or other inconveniences to participants.
Do not exaggerate benefits. State them as probabilities.
Explain how you will obtain consent.

Archival Protocol

Consider the following questions and points in describing your research protocol:

What will you do with your findings?
Describe how you will store it and for how long, who will have access to it, and how it will be interpreted.

Instruments of Measure

Appendices should include any questionnaires; consent forms, testing procedures and forms, etc.