Updated Human Subject Protocol approval process for CS Department
01/29/10

CS Department continues projects where human subject are involved in development/evaluation of SW products and systems, WWW applications, user interface subsystems etc. In some limited situations, human subjects are also being evaluated in terms of their teamwork activities in developing SW. In all cases, only overall statistics are published (e.g., average/st. dev of responses, number of subjects involved, ratio of male/female, computer skills, ages) with no personal or any individual identifiable data.

The process for getting Human Subject Protocol requirement satisfied is as follows:

**No Human Subject Protocol review is necessary in the following cases:**

- If the results of the evaluation are used as part of class requirements
- If the results of the evaluation are used as part of Culminating Experience Project (CSC 895) AND the results are not going to be published
- If the results of the evaluation are being delivered to an external partner for their use but not for further publication

If at any time faculty decides to publish data related to above cases, that is possible to do, but SFSU Human Subject Protocol office needs to be contacted and a protocol must then be submitted, reviewed and approved. For this reason, you are encouraged to gain the consent of your students to collect the data and to possibly use it in the future for research purposes. This is the easiest way to prove to the Human Subjects Office that the data were originally collected ethically.

**Human Subject Protocol** ([http://www.sfsu.edu/~protocol/human.htm](http://www.sfsu.edu/~protocol/human.htm)) **must** be submitted, reviewed and approved in the following cases:

- If the results of the evaluation are intended for Thesis (CSC 898) since it is officially considered a publication
- If the results of the evaluation are planned to be published

**What to do if faculty is not sure about what path to choose:**
Send an e-mail to protocol@sfsu.edu with the following:
- Describe the research (1 paragraph)
- Describe how the data will be used
- Describe the evaluation/survey questions

The Office for the Protection of Human and Animal Subjects will advise the faculty how to proceed.