

DRB PROCEDURES FOR OBTAINING PROTOCOL NUMBERS, ROOM ASSIGNMENTS AND CLOSING OUT YOUR STUDY

Before you can reserve rooms, request stickers, or collect any data, your DRB protocol must be approved. After you have secured DRB approval, please make sure that you collect *all* required signatures on the cover sheet – this includes all investigators, the faculty advisor, and the DRB reviewer. Once you have all required signatures, please bring your signed protocol to WEY 307A.

- The Psychology Department’s Administrative Assistant or Student Assistant will assign your project a **DRB protocol number**. This DRB protocol number *must* be written on every consent form.
- The Administrative Assistant or Student Assistant will scan your proposal. Copies of your research project are kept on file for 5 years.
- You can also then request:
 - **Rooms.** Rooms are assigned on a first come, first serve basis. There are blocks of rooms in Weyerhaeuser Hall reserved on Research Nights. If you need a room on a different day, this can also be done. For **WEY 320, 407 or WEY 318**, the Administrative Assistant can reserve these rooms. For all other classrooms in Weyerhaeuser, you will need to email classroomreservations@pugetsound.edu to request a room. You will need to do this at least a day or so in advance of the day/time you need the room. In your email, you will need to include day and times that you will need the classroom.
 - **Participation stickers.** Please return any unused stickers at the end of your study.

Once you have been assigned a room, you can **post your sign-up sheets** on the bulletin board located between WEY 318 & 319.

When you have completed data collection, you must **turn in all signed consent forms and the DRB follow-up form** to the Administrative Assistant or Student Assistant in WEY 307A.

***If your research project requires **headphones**, you will need to reserve and pick these up from the help desk at Tech Services. You can do this via e-mail, servicedesk@pugetsound.edu or by visiting the Tech Center in Collins Memorial Library. The department does not have headphones for student research.