

**JANUARY 2015**

**TO: JUNIORS IN SOCIAL STUDIES**

**FROM: ANYA BASSETT**

**RE: HUMAN SUBJECTS COMMITTEE GUIDELINES**

If you are planning to conduct research involving human subjects for your senior thesis, **you MUST apply to the Harvard Committee on the Use of Human Subjects BEFORE you start your research.** Under Harvard rules, the Committee on Degrees in Social Studies cannot accept your thesis if it relies on data gathered without the approval of the Committee on the Use of Human Subjects (CUHS).

You must have the support of a faculty member to apply to the CUHS. If your thesis supervisor is a faculty member (an assistant, associate, or full professor) at Harvard, then he or she can sponsor your application. Some Social Studies lecturers are also able to sponsor applications for their students; please check with your thesis supervisor to see if he or she has received approval from Harvard to do so. If you are working with a lecturer who has not received approval or with a graduate student or faculty member from another university, I will need to sponsor your application.

If this is the case, please list me as the “faculty sponsor” in your human subjects application and in the protocol template, yourself as the principal investigator, and your thesis supervisor as the “other advisor.” Doing this will prompt the CUHS system to email me to review and approve the application.

If you submit your application and do not receive an email within two business days confirming that I have approved it, please email me directly ([anya\\_bassett@harvard.edu](mailto:anya_bassett@harvard.edu)) to make sure I received it. Sometimes there are snafus in the system. In addition, if, once I have approved your application, you have not received further communications from the CUHS within a week, please email them at [cuhs@fas.harvard.edu](mailto:cuhs@fas.harvard.edu) to make sure your project was properly submitted.

**You must have a thesis supervisor to apply to the CUHS; I will not review applications from students who have not secured a supervisor.**

**Please allow at least one week for me to review your application, and an additional 2-4 weeks for the Committee to review it.**

If you have any questions about the Committee on the Use of Human Subjects, visit their website: [cuhs.harvard.edu](http://cuhs.harvard.edu).