

Argosy University
San Francisco Bay Area Campus

999 A Canal Blvd., Point Richmond, CA 94804
Phone: 510-215-0277 Fax: 510-215-0299

**REQUEST FOR SERVICE ON A CLINICAL RESEARCH PROJECT
COMMITTEE**

Name of candidate

Date

I hereby request that you consider serving on my Clinical Research Project committee as (*choose one*):

CHAIR

READER

If you agree to serve on this committee, you will be expected to make a commitment of service until the Clinical Research Project is complete.

All committee members serving on Clinical Research Project committees must comply with the following guidelines:

- All committee members must have doctoral degrees;
- All committee members must also have a minimum of three years of field or research experience related to their degree after they have obtained their degree;
- All committee members must have been active in their field of scholarship within the five year period preceding their participation on the committee;
- A minimum of 50% of the committee members serving on a candidate's committee must have degrees conferred by an accredited institution recognized by the U.S. Department of Education.

It is the responsibility of the chair to guide the candidate through the entire process, which includes:

- Assistance with completion of the proposal;
- Conducting periodic consultations with the candidate and other committee members, when appropriate;
- Assisting the candidate in the meeting AU requirements (e.g. preparation of "*Candidate Progress Report*" forms);
- Approval of the various sections and drafts of the Clinical Research Project;
- Attendance at the Oral Defense presentation, and any other meetings deemed necessary by the candidate and/or the committee.

In conjunction with the chair, the reader is involved in providing guidance in the interpretation of the candidate's research findings. Reader is specifically responsible for ensuring that the following aspects of the Clinical Research Project are completed properly:

- The literature review is complete and is appropriately interpreted;
- The problems are well defined;
- The hypothesis(es) or research question(s) is well stated; and
- The analytic procedures are appropriate to the study.
- Attendance at the Oral Defense presentation, and any other meetings deemed necessary by the candidate and/or the committee.

The topic of my Clinical Research Project is (title):

A brief description of the research problems and methods of inquiry I intend to use in conducting this research (a one-to-two page prospectus may serve as the description):

If you are willing to serve on my Clinical Research Project committee, please complete and sign the accompanying “*Acceptance of Service on a Clinical Research Project Committee*” form and return it to the Argosy University, attn: Carl Word

Thank you for your consideration of this matter.

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**ACCEPTANCE OF SERVICE ON A CLINICAL RESEARCH
PROJECT COMMITTEE**

Date: _____

Doctoral candidate's name: _____

Proposed title of Clinical Research Project: _____

I agree to serve on this candidate's Clinical Research Project committee. I understand that my responsibilities as a committee member will include attending the Oral Defense meeting and other informal meetings which will be scheduled as needed by the student as well as providing consultation to the student throughout her/his Clinical Research Project writing process.

I will provide service as (*choose one*) on this student's Clinical Research Project:

CHAIR

READER

I (*choose one*) AM

AM NOT currently serving on the faculty of ASPP.

Please note: If you are not currently serving as a faculty member at AU, you must **submit a copy of your current vitae** for approval by the Clinical Research Director.

Name (*Please type or print*)

Mailing Address

City

State

Zip

Office phone #

Social Security #

Degree obtained

Date received

Institution and Field of Study

Type of License

License #

Date received

Malpractice Insurance Carrier: _____

I have a minimum of three years of field or research experience related to my degree:

_____ yes _____ no

I have been active in the field of scholarship for which my degree was awarded within the last five years:

_____ yes _____ no

My doctoral degree has been awarded by an accredited institution recognized by the US Dept. of Education:

_____ yes _____ no

By serving on this committee, I declare that I am not creating a dual relationship with the doctoral candidate and I am acting in accordance with the APA Ethical Principles of Psychologist and Code of Conduct:

_____ yes _____ no

Committee member signature

Date

Service on Clinical Research Project Committee approved by:

Carl Word, Ph.D.
Chair of the Research Committee

Date

***Please return this completed form to:
Argosy University / San Francisco Bay Area Campus
999 A Canal Boulevard
Point Richmond, CA 94804
attn: Carl Word***