When academic researchers do research on human subjects today, they are expected to follow certain ethical guidelines, including showing respect for the people's intellectual property rights (IPR), and getting the people's informed consent when collecting data from them. The following pages explain how the Headlands did this with the Agta people.
To Whom It May Concern

From Thomas N. Headland

March 12, 2007

This page, with the attached supporting documents, addresses certain ethical questions concerning the Headlands' demographic research and the publication of the Agta census data.

Following the Code of Ethics of the American Anthropological Association (www.aaanet.org/committees/ethics/ethcode.htm) Janet Headland and I want to be sure we are acting responsibly toward the Agta people who have supplied us with their family histories. As point 3 of the Code states, "Anthropological researchers must determine in advance whether their hosts/providers of information wish to remain anonymous or receive recognition, and make every effort to comply with those wishes."

Most important, when doing "human subjects research," the Code expects investigators to secure the "informed consent" of the persons being studied (point 4). The attached pages here consist of documents verifying that we have secured the informed consent of the Agta people to publish their family histories for public viewing. These pages also document that we have submitted our research for approval to the University of North Dakota Institutional Review Board (IRB) and that they approved our research for publication.

The pages include a letter from the Agta leaders, written by them in their own language giving us permission and, in fact, urging us to publish their family genealogies. Also included here is an English translation of their letter. The Agta wrote this letter at my request in April 2006. A total of 152 Agta adults (age 18+) signed the letter. All of their signatures are on the attached pages. Agta who cannot write signed their names with their thumbprint, the usual method used in the Philippines and recognized by the Philippine government for preliterate people.

Also enclosed here is the 4-page University of North Dakota Human Subjects Review Form that I handed in to the UND Institutional Review Board (IRB) in July 2006. Most of it is not filled out because they told me it was not necessary for reasons stated in their formal letter to me (also enclosed) dated August 9, 2006.

Also enclosed here is my 6-page "Comments" submitted with the above Review Form, which I submitted to the IRB with the Form in July 2006. My "Comments" explain the Agta demography project, describe the protocol, how Janet and I got "informed consent" from the Agta people, background on the history of our demographic research, and the two funding grants we received from foundation in the 1990s that supported our trips to the Philippines and our fieldwork there in the 1990s.

Respectfully submitted,

Thomas N. Headland
Adjunct Professor of Linguistics, University of North Dakota, and
Anthropology Consultant, SIL International
August 9, 2006

Thomas Headland, Ph.D.
Department of Linguistics
University of North Dakota
Box 8217

Dear Dr. Headland:

Thank you for submitting your proposal entitled “Demographic Database of the San Ildefonso Agta Population (Philippines)” for review by the University of North Dakota Institutional Review Board (UND IRB). After reviewing your application, the IRB has come to the conclusion that UND IRB approval is not necessary for your project because it does not meet the definition of human subject’s research.

According to the Code of Federal Regulations at 45 CFR 46.102(d), research means a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. Activities which meet this definition constitute research for purposes of this policy, whether or not they are conducted or supported under a program which is considered research for other purposes. For example, some demonstration and service programs may include research activities. As stated in the project overview, the “overall main goal of this project is to publish in electronic format Thomas and Janet Headland’s demographic database (DB) of the population of the Casiguran Agta people, so that it will be permanently available on the Internet for long-term future use of international students, researchers and scholars, and especially for the Agta people themselves.” IRB review is not required because the intent of this project is not to conduct human subjects research, but rather to publish a database of identifiable data that was collected over the past 40 plus years.

If you have any further questions or concerns, please call me a call at (701) 777-4079 or email reeneecarlson@mail.und.nodak.edu.

Sincerely,

Renee Carlson
IRB Coordinator
REPORT OF ACTION: EXEMPT/EXPEDITED REVIEW
University of North Dakota Institutional Review Board

Date: 8/9/2006  Project Number: ______________________________

Principal Investigator: Headland, Thomas

Department: Linguistics

Project Title: Demographic Database of the San Ildefonso Agta Population (Philippines)

The above referenced project was reviewed by a designated member for the University's Institutional Review Board on August 9, 2006 and the following action was taken:

☐ Project approved. Expeditied Review Category No. ____________

☐ Next scheduled review must be before: ____________

☐ Copies of the attached consent form with the IRB approval stamp dated must be used in obtaining consent for this study.

☐ Project approved. Exempt Review Category No. ____________

☐ This approval is valid until ____________ as long as approved procedures are followed. No periodic review scheduled unless so stated in the Remarks Section.

☐ Copies of the attached consent form with the IRB approval stamp dated must be used in obtaining consent for this study.

☐ Minor modifications required. The required corrections/additions must be submitted to RDC for review and approval. This study may NOT be started UNTIL final IRB approval has been received.

☐ Project approval deferred. This study may not be started until final IRB approval has been received. (See Remarks Section for further information.)

☐ Disapproved claim of exemption. This project requires Expedited or Full Board review. The Human Subjects Review Form must be filled out and submitted to the IRB for review.

☒ Proposed project is not human subject research and does not require IRB review.

☐ Not Research  ☐ Not Human Subject

PLEASE NOTE: Requested revisions for student proposals MUST include adviser's signature. All revisions MUST be highlighted.

☒ Education Requirements Completed. (Project cannot be started until IRB education requirements are met.)

cc: Albert Bickford

Signature of Designated IRB Member
UND's Institutional Review Board

Date 8/9/06

Renee Carlson

If the proposed project (clinical medical) is to be part of a research activity funded by a Federal Agency, a special assurance statement or a completed 310 Form may be required. Contact RDC to obtain the required documents.

(Revised 07/2004)
CITI course

In June 2002 while a visiting professor teaching at University of North Dakota, I took and passed the set of seven quizzes required by the Institutional Review Board at UND. These quizzes are sponsored by The Collaborative IRB Training Initiative (CITI) and the University of Miami. The CITI course focuses on the ethics of researchers who study human subjects. It includes topics of "intellectual property rights" and "informed consent" of the subjects studied.

I received a "Certificate of Completion" for taking this course in August 2002. This certificate, written on official UND stationary, says, in part, this:

**REQUIRED EDUCATIONAL TRAINING FOR INVESTIGATORS**

University of North Dakota Institutional Review Board

Date: August 7, 2002  
Name: Thomas Headland

Recent regulations have specified that an educational program must be provided to investigators by institutions operating under the federal regulations governing human subjects research. The University of North Dakota Institutional Review Board has elected to use an internet-based set of modules sponsored by The Collaborative IRB Training Initiative (CITI) and the University of Miami.... Each module has a quiz associated with it.... An overall score of 70% is required to achieve certification. This is to certify that Thomas Headland has completed the required educational modules on June 24, 2002, and has received a passing score.

William D. Gosnold 8-8-02  
Signature of Interim Director, Office of Research and Program Development

John P. Madden 8-7-02  
Signature of Chair, UND Institutional Review Board

After I had completed the course and taken the quizzes, I requested an appointment with Ms. Cindy J. Rerick, IRB Coordinator at the UND Office of Research and Development. She is in charge of the CITI course at UND. We met for one hour on July 19, 2002, in her office. I explained the demographic research that Janet Headland and I have been doing among the Agta people of the Philippines, that we had begun this research 40 years ago in 1962, and that it is still ongoing, with our last fieldwork there in 2002. [We made subsequent field trips to the Agta in 2004 and 2006, and we plan another trip in 2008.] I explained to her the large demographic database that we now have of the Agta population, that we had published a book on it (*Population Dynamics of a Philippine Rain Forest People* University Press of Florida, 1998), and that we plan to publish soon the entire database in electronic format where the Agta census information will be made available to the academic public. I told her my specific question to her was this: Do you see any potential or possible ethical problems with our making this database available to the public?

She said no. I asked specifically about whether we might be violating the IPR of the Agta people, or if I would need their *informed consent* to do this. She said no to both of these questions. She
said that since Janet and I had been living with these people for most of the last 40 years, and since we spoke their language, and since they had cooperated in willingly giving us their demographic data, and since today the majority of those 4,000 individuals are deceased, her IRB committee would see no need for trying to secure formal written informed consent from the Agta people. She said that we are not dealing with sensitive private data of these people. She said that *vital statistics* of a population of people (dates of births, deaths, marriage and divorce histories, number of children per mother, causes of deaths, mortality rates, etc.) are not the kinds of data for which one would need informed consent to describe. She also said that the regulations would not require me to pass the CITI course, in any case, since I never received any federal grant funds for the research. [end]
REQUIRED EDUCATIONAL TRAINING FOR INVESTIGATORS
University of North Dakota Institutional Review Board

Date: August 7, 2002
Name: Thomas Headland

Recent regulations have specified that an educational program must be provided to investigators by institutions operating under the federal regulations governing human subjects research. The University of North Dakota Institutional Review Board has elected to use an internet-based set of modules sponsored by The Collaborative IRB Training Initiative (CITI) and the University of Miami. The CITI course consists of modules encompassing the history of the IRB system, the regulations governing human subjects research and topics specific to areas of particular importance, controversy or complexity. Each module has a quiz associated with it, and the total time to finish the required modules is estimated to be 2 to 3 hours. An overall score of 70% is required to achieve certification. This is to certify that Thomas Headland has completed the required educational modules on June 24, 2002, and has received a passing score.

W.D. Gosnell
Signature of Interim Director
Office of Research and Program Development
Date: 8-8-02

John P. Madden
Signature of Chair
UND Institutional Review Board
Date: 8-7-02

These signatures are
William D. Gosnell and
John P. Madden

(Revised 8/2001)
Sa Mga Kinauukulan (To Whom It May Concern) Moon of February, 2006

We who are signing-our-names to this paper here, we are the elders/adults Agta-people of Casiguran, Province of Aurora, Philippines. We are the leaders of the Agta villages in Casiguran. As to Grandpa Thomas Headland and Grandma Janet Headland, well, our [Agta] parents-and-grandparents, they invited Grandparents Headlands to live with us in 1962. They invited them so that they would help us with our hardship-problems. Up to the present, the Headlands continue to visit us. We like this married-couple.

Until now, they help us a lot. They medicine-treat us and they help us to get medical-treatment/healing at the hospital. And they help us to get our children into schools. Also they help us with our Agta necessities so that we won't be abused by outsiders. They help us with *indidyines yuman raits* ['indigenous human rights'] (people privileges). They are always helping us with our economic problems (livelihood projects).

We are happy about them, and we for a long time now, we've been helping them to make lists in a *sensos* ('census'), listing all of our names and the names of all of our relatives and ancestors. We want them to make this *sensos*. We permit Grandpa and Grandma (to do this).

We, all of us Agta, we have been helping them for about forty years. What we want now is that they list all of our many-names in a *kompyuter* ('computer') so that all the people in the world can read our names. We want it like that, so that even if we die, they will know them. And our future-grandchildren, they will see/know our names even after one-hundred years have passed.

What we are commanding to Grandpa Headland is, "Don't you erase our names from the *sensos*." Good-grief! If they get erased, for sure our grandchildren will forget our names!

Also, we give-permission for Grandpa Headland to place all of the photographs of us in the *kompyuter* and on the *inter-net* ['Internet']. Do that also with [photos of] our children and our great-grandparents of long ago, so that other people in the world will see our images (what-we-look-like). And we want them to list all of our names attached-right-next to our photographs, and [we want] our names [in the *sensos*], too, so that other people will know our names.

And also, the Agta *sensos* that Headlands will make, it is our proof that we are true Agta of Casiguran, so that we can prove to the government that we have always-lived on this land of ours in Casiguran. This land here is our *ansestral domen* ('ancestral domain') since long ago, even more than a thousand years ago. If our true names are not listed in the *sensos*, maybe the government won't believe that we are truly Agta from Casiguran.

Thank you. This is all that we want to say. Here are our true signatures.
Sikame a nagpirmia ta papel a ey, ey sikame i matanda a Agta a taga Casiguran, Provincia na Aurora, Pilipinas. Sikame du lider ta bariyo-bariyo du Agta ta Casiguran. Ti Boboy a Thomas Headland sakay ti Boboy a Janet Headland, ey tu matetanda me ey inakit de de Boboy Headland a meginyan dikame to 1962. Inakit de kame a monda tulonga de kame ta kahirapan me. Hanggan nadid, ey bumebisita de Headland dikame. Gustu me side a pasawa.

Hanggan nadid, inaguman de kame ta meadu. Ginamot de kame sakay nipagamot de kame ta hospital, tinulonga de kame a megpaiskwela du anak me. Sakay inaguman de kame ta karapatan a me Agta para ewan kame maabusu ta iba a tolay. Inaguman de kame ta indidyines yuman raits. (karapatang pangkatao). Inaguman de kame a palagi ta kabuhayan. (livelihood projects).

Masaya kame dide, ey nale kame nadid a panahun ey sikame ey inaguman me side a meglista ta sensos a melista ta etanan a ngahen me sakay du ngahen du etanan a tetotop me sakay apu-apu me. Gustu me a megimet side ta eye a sensos. Pakultaden me de Boboy.

Sikame a etanan a Agta, ey natulonga me side nadid ta manga epatapulu a taon. I gustu me nadid, ey ilista de i etanan a ngahangahen me ta komputer a monda mabasa na etanan a tolay ta mundu i ngahangahen me. Gustu me i kona sa, monda maski mate kame, ey matukoyan de. Sakay du apu-apu me, ey meta de du ngahen me maski sandaan a taon a makalipas.

Tu iutus me de Boboy Headland, ey diyan moy buhaan i ngahen me ta sensos me. Hus, eng mabuha, ey siguradu ey kaleksapan du apu-apu me ta ngahen me.

Sakay pati, ey pakultaden me de Boboy Headland a iyedton de be du etanan a letrato dikame ta computer sakay ta inter-net. Kona be sa du anak me, sakay du metetanda me a minate to araw, monda meta na tolay ta mundu ta idsura me. Sakay gustu me a ilista de du ngahangahen de ta diton du letrato, sakay du ngahen me be, monda mapospusan na tolay du ngahangahen me.

Sakay pati, tu sensos na Agta a megimet de Headland, ey seya i katunayan me a sikame ey tunay kame a Agta a taga Casiguran, a monda magpatunay kame ta gobierno a nale kame a negiyan ta luta me ta Casiguran. I luta me ta eye ey tu ansesstral demen me a hanggan to araw, mahigit pa ta sanlibu a taon. Eng ewan melista i tunay a ngahen me ta sensos, makay ewan meniwala i gubiyerno a tunay kame a Agta a taga Casiguran.

Salamat, Se' san den ye i gustu me a kagin. Seye tu pirma me ta eye a mangpatunay.
Bait Bitigan 2/17
Puting Dalapenya 2/17
Hose Maharer
Nama [...]
Kitol Kukuang
Tessing Bitigan
Gloria Dalapenya
Papek Bitigan
Atoshi Dalapenya
Aythin Gonjoes
Lelet Dalapenya
Enuda Kukuang
RENATO PRADO (chifim)

Lisa B. Prado
Borsag Lisidoy
Marina Tite Trado
Fodilin Hopek Lupamiya
Melanie M Kukuang
Irene Calideg

Ilising Lisa Gera
Ending Tulio
Liminida Digaspe Tulio
Sikame a nagpirma ta papel a eye, ey sikame i matanda a Agta a taga Casiguran, Provincia na Aurora, Pilipinas. Sikame du lider ta bariyo-bariyo du Agta ta Casiguran. Ti Boboy a Thomas Headland sakay ti Boboy a Janet Headland, ey tu matetanda me ey inakit de de Boboy Headland a megian dikame to 1962. Inakit de kame a monda tulungan de kame ta kahirapan me. Hanggan nadid, ey bumebisita de Headland dikame. Gustu me side a pasawa.

Hanggan nadid, inaguman de kame ta meadu. Ginamot de kame sakay nipagamot de kame ta hospital, tinulungan de kame a megpaiskwela du anak me. Sakay inaguman de kame ta karapatan me a Agta para ewan kame maabusu ta iba a tolay. Inaguman de kame ta indidyines yuman raits. (karapatang pangkatao). Inaguman de kame a palagi ta kabuhayan. (livelihood projects).

Masaya kame dide, ey nale kame nadid a panahun ey sikame ey inaguman me side a meglista ta sensos a melista ta etanan a ngahen me sakay du ngahen du etanan a tetotop me sakay apu-apu me. Gustu me a megimet side ta cyec a sensos. Pakultaden me de Boboy.

Sikame a etanan a Agta, ey natulungan me side nadid ta manga epatapulu a taon. I gustu me nadid, ey ilista de i etanan a ngehangahen me ta komputer a monda mabasa na etanan a tolay ta mundu i ngehangahen me. Gustu me i kona sa, monda maski mate kame, ey matukoyan de. Sakay du apu-apu me, ey meta de du ngahen me maski sandaan a taon a makalipas.

Tu iutus me de Boboy Headland, ey diyan moy buhaan i ngahen me ta sensos me. Hus, eng mabuha, ey siguradu ey kaleksapan du apu-apu me ta ngahen me.

Sakay pati, ey pakultaden me de Boboy Headland a iyedton de be du etanan a letrato dikame ta computer sakay ta inter-net. Kona be sa du anak me, sakay du metetanda me a minate to araw, monda meta na tolay ta mundu ta idsura me. Sakay gustu me a ilista de du ngehangahen de ta diton du letrato, sakay du ngahen me be, monda mapospusan na tolay du ngehangahen me.

Sakay pati, tu sensos na Agta a megimet de Headland, ey seya i katunayan me a sikame ey tunay kame a Agta a taga Casiguran, a monda magpatunay kame ta gobyerno a nale kame a negiyan ta luta me ta Casiguran. I luta me ta eye ey tu ansestral domen me a hanggan to araw, mahigit pa ta sanlibu a taon. Eng ewan melista i tunay a ngahen me ta sensos, makay ewan meniwala i gubyerno a tunay kame a Agta a taga Casiguran.

Salamat, Se' san den ye i gustu me a kagin. Seye tu pirma me ta eye a mangpatunay.

<table>
<thead>
<tr>
<th>Edna Prado</th>
<th>TRIBAL-CHIEFTAIN - Laniqie Prado</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alex Aquilana</td>
<td>Tyen Duto</td>
</tr>
<tr>
<td>Noel Tonyet Kogawod</td>
<td>Linda Adriana</td>
</tr>
<tr>
<td>Larihyning Adriana</td>
<td>Koseita Dunto</td>
</tr>
<tr>
<td>Linita Dunto</td>
<td>Huana Jonanes</td>
</tr>
<tr>
<td>Nati Martud</td>
<td>Mary Jane Prado</td>
</tr>
</tbody>
</table>
Banito dela Cruz
Jassilin Guerrero
Tinoi Donato
Tuning Donato
Gaspar Manung
Batanggas Lisiday
Regal Paolo
Toting O Meracli
Edralyn Manung
Pelip Kekek Aduanan
Waynalin Estanis
Namni Aduanan
Jamoyn Lisiday
Yempok Prado
Perla Mora 7/23/06
Ami Aduanan 7/25/06
Sayrey Bernabi 7/25/06
Romulo Francisco
Luisa Moral
Vita Banayad
Sikame a nagpirmah ta papel a eye, ey sikame i matanda a Agta a taga Casiguran, Provincia na Aurora, Pilipinas. Sikame du lider ta bariyo-bariyo du Agta ta Casiguran. Ti Boboy a Thomas Headland sakay ti Boboy a Janet Headland, ey tu matetanda me ey inakit de de Boboy Headland a megiiyan dikame to 1962. Inakit de kame a monda tulungan de kame ta kahirapan me. Hanggan nadid, ey bumebisita de Headland dikame. Gustu me side a pasawa.

Hanggan nadid, inaguman de kame ta meadu. Ginamot de kame sakay nipagamot de kame ta hospital, tinulungan de kame a megpaiskwela du anak me. Sakay inaguman de kame ta karapatan me a Agta para ewan kame maabusu ta iba a tolay. Inaguman de kame ta indidyines yuman raits. (karapatang pangkatao). Inaguman de kame a palagi ta kabuhayan. (livelihood projects).

Masaya kame dide, ey nale kame nadid a panahun ey sikame ey inaguman me side a meglista ta sensos a melista ta etanan a ngahen me sakay du ngahen du etanan a tetotop me sakay apu-apu me. Gustu me a megimis side ta eye a sensos. Pakultaden me de Boboy.

Sikame a etanan a Agta, ey natulungan me side nadid ta mangga epapatulu a taon. I gustu me nadid, ey ilista de i etanan a ngehangahen me ta komputer a monda mabasa na etanan a tolay ta mundu a ngehangahen me. Gustu me i kona sa, monda maski mate kame, ey matukoyan de. Sakay du apu-apu me, ey meta de du ngahen me maski sandaan a taon a makalipas.

Tu iutus me de Boboy Headland, ey diyan moy buhaan i ngahen me ta sensos me. Hus, eng mabuha, ey siguradu ey kaleksapan du apu-apu me ta ngahen me.

Sakay pati, ey pakultaden me de Boboy Headland a iyeton de be du etanan a letrato dikame ta computer sakay ta inter-net. Kona be sa du anak me, sakay du metatanda me a minate to araw, monda meta na tolay ta mundu ta idsura me. Sakay gustu me a ilista de du ngehangahen de ta diton du letrato, sakay du ngahen me be, monda mapospusun na tolay du ngehangahen me.

Sakay pati, tu sensos na Agta a megimet de Headland, ey seya i katunayan me a sikame ey tunay kame a Agta a taga Casiguran, a monda magpatunay kame ta gobiyerno a nale kame a negiyan ta luta me ta Casiguran. I luta me ta eye ey tu ansestral donem me a hanggan to araw, mahigit pa ta sanlibu a taon. Eng ewan melista i tunay a ngahen me ta sensos, makay ewan meniwala i gubiyerno a tunay kame a Agta a taga Casiguran.

Salamat, Se’ san den ye i gustu me a kagin. Seye tu pirma me ta eye a mangpatunay.

<table>
<thead>
<tr>
<th>Heling Adumah</th>
<th>Willi Mordosa</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pikson Pawisan</td>
<td>Koley Bakyaden</td>
</tr>
<tr>
<td>Suan Culideg</td>
<td>Diyabar Tulio</td>
</tr>
<tr>
<td>Leida Pawisan</td>
<td>Abdon Beheraden</td>
</tr>
<tr>
<td>Narlynn Baspong</td>
<td>Helen Ramus</td>
</tr>
<tr>
<td>Benito Lulutan</td>
<td></td>
</tr>
</tbody>
</table>
Fernando Lusa
Neheng Lisiday
Tilong Lisiday
Nuring Lisiday
Prisida Siléng Gara
Neheng Bernabe
Selton Bernabe
Matilin "Neheng" Kukuan 2025
Ariel Prado
Linda dela Peña
Lito Kukuan
Jose Mejare (of Melling)
Nelson Prado
Nilda Ethgulm Mendez
Chuck R. Boncean
Junior Danilo Diosino
Tersing Balingan
Gemmarie Atuanan
Sa Mga Kinauukulan (To Whom It May Concern) Bulan na Pebrero, 2006

Sikame a nagpirma ta papel a eye, ey sikame i matanda a Agta a taga Casiguran, Provincia na Aurora, Pilipinas. Sikame du lider ta bariyo-bariyo du Agta ta Casiguran. Ti Boboy a Thomas Headland sakay ti Boboy a Janet Headland, ey tu matetanda me ey inakit de de Boboy Headland a megiyan dikame to 1962. Inakit de kame a monda tulungan de kame ta kahirapan me. Hanggan nadid, ey bumebisita de Headland dikame. Gustu me side a pasawa.

Hanggan nadid, inaguman de kame ta meadu. Ginamot de kame sakay nipagamot de kame ta hospital, tinulungan de kame a megpaiskwela du anak me. Sakay inaguman de kame ta karapatan me a Agta para ewan kame maabusu tu iba a tolay. Inaguman de kame ta indidyines yuman raits. (karapatan pangkatao). Inaguman de kame a palagi ta kabuhayan. (livelihood projects).

Masaya kame dide, ey nale kame nadid a panahun ey sikame ey inaguman me side a meglista ta sensos a melista ta etanan a ngahen me sakay du ngahen du etanan a tetotop me sakay apu-apu me. Gustu me a megimet side ta eye a sensos. Pakultaden me de Boboy.

Sikame a etanan a Agta, ey natulungan me side nadid ta manga epatapulu a taon. I gustu me nadid, ey ilista de i etanan a ngenganhen me ta komputer a monda mabasa na etanan a tolay ta mundu i ngenganhen me. Gustu me i kona sa, monda maski mate kame, ey matukoyan de. Sakay du apu-apu me, ey meta de du ngahen me maski sandaan a taon a makalipas.

Tu iitus me de Boboy Headland, ey diyan moy buhaan i ngahen me ta sensos me. Hus, eng mabuha, ey siguradu ey kaleksapan du apu-apu me ta ngahen me.

Sakay pati, ey pakultaden me de Boboy Headland a iyedton de be du etanan a letrato dikame ta computer sakay ta inter-net. Kona be sa du anak me, sakay du metatanda me a minate to araw, monda meta na tolay ta mundu ta idsura me. Sakay gustu me a ilista de du ngenganhen de ta diton du letrato, sakay du ngahen me be, monda mapospusan na tolay du ngenganhen me.

Sakay pati, tu sensos na Agta a megimet de Headland, ey seya i katunayan me a sikame ey tunay kame a Agta a taga Casiguran, a monda magpatunay kame ta gobiyerno a nale kame a negiyan ta luta me ta Casiguran. I luta me ta eye ey tu ansestral domen me a hanggan to araw, mahigit pa ta sanlibu a taon. Eng ewan melista i tunay a ngahen me ta sensos, makay ewan meniwala i gubiyerno a tunay kame a Agta a taga Casiguran.

Salamat, Se' san den ye i gustu me a kagin. Seye tu pirma me ta eye a mangapatunay.
Sa Mga Kinauukulan (To Whom It May Concern)  
Bulan na Pebrero, 2006

Sikame a nagpirma ta papel a eye, ey sikame i matanda a Agta a taga Casiguran, Provincia na Aurora, Pilipinas. Sikame du lider ta bariyo-bariyo du Agta ta Casiguran. Ti Boboy a Thomas Headland sakay ti Boboy a Janet Headland, ey tu matetanda me ey inakit de de Boboy Headland a megiany dikame to 1962. Inakit de kame a monda tulungan de kame ta kahirapan me. Hanggan nadid, ey bumebisita de Headland dikame. Gustu me side a pasawa.

Hanggan nadid, inaguman de kame ta meadu. Ginamot de kame sakay nipagamot de kame ta hospital, tinulungan de kame a megpaiskwela du anak me. Sakay inaguman de kame ta karapatan me a Agta para ewan kame maabusu ta iba a tolay. Inaguman de kame ta indidyines yuman raits. (karapatang pangkatao). Inaguman de kame a palagi ta kabuhayan. (livelihood projects).

Masaya kame dide, ey nale kame nadid a panahun ey sikame ey inaguman me side a meglista ta sensos a melista ta etanan a ngahen me sakay du ngahen du etanan a tetotop me sakay apu-apu me. Gustu me a megimet side ta eye a sensos. Pakultaden me de Boboy.

Sikame à etanan a Agta, ey natulungan me side nadid ta manga epatapulu a taon. I gustu me nadid, ey ilista de i etanan a ngengahen me ta komputer a monda mabasa na etanan a tolay ta mundu a ngengahen me. Gustu me i kona sa, monda maski mate kame, ey matukoyan de. Sakay du apu-apu me, ey meta de du ngahen me maski sandaan a taon a makalipas.

Tu iutus me de Boboy Headland, ey diyan moy buhaan i ngahen me ta sensos me. Hus, eng mabuha, ey siguradu ey kaleksapan du apu-apu me ta ngahen me.

Sakay pati, ey pakultaden me de Boboy Headland a iypedon de be du etanan a letrato dikame ta computer sakay ta inter-net. Kona be sa du anak me, sakey du metatanda me a minate to araw, monda meta na tolay ta mundu ta idura me. Sakay gustu me a ilista de du ngengahen de ta diton du letrato, sakay du ngahen me be, monda mapospusan na tolay du ngengahen me.

Sakay pati, tu sensos na Agta a megimet de Headland, ey seya i katunayan me a sikame ey tunay kame a Agta a taga Casiguran, a monda magpatunay kame ta gobyerno a nale kame a negiya na luta me ta Casiguran. I luta me ta eye ey tu ansestral domen me a hanggan to araw, mahigit pa ta sanlibu a taon. Eng ewan melista i tunay a ngahen me ta sensos, makay ewan meniwala i gubyerno a tunay kame a Agta a taga Casiguran.

Salamat, Se’ san den ye i gustu me a kagin. Seye tu pirma me ta eye a mangpatunay.

LONG TONG T. Tabujara  | Dumma Tabujara
Prof. T. Tabujara
Alejandro Mabunga
Marilyn V. Tudela
Lolista Azurana

CAROLIN J. LASIN
Viva M. Tabujara
Conie Anne L. Palcen
Wilmar J. Rico
Julita R. Cumilas
Lena Manta
Nida Bella
Analyn Abadeg
Leonardo Aguilar
Nelly Vargas (Banta)
PAPEK Mia
Jeffrey Lassiter
Allan Alhambra
MONAR Taglay
Nelson Prado
Jinga C. Aguilar
Levy & Estevos
Larry Estefan
Adel Estefan
Aguilar, Marlon C.
Jaimel Cerny
Rodolfo Vargas
Vin Vargas
Fejen Vargas
Ponc Potayon
Lusing Bunao

Bilyessa Kukuan
NENENG KULEDEG
Jovelyn Sobrevogo
Gellyn Basilio
Nidalyn Donay (Diosino)

MADENG Mia
Joel Cerv - Joel
Lito Kukuan
Keida Tului
Maddie Mara
KUOET KUKUAN
Lucy Estevan
Lucy Estevan
Rodolfo Vargas
Agta woman, Dyemari Aduanan, signing the Agta's "informed consent" letter giving Thomas Headland permission to publish the Agta *sensos* (the Agta census genealogy database). Photo taken by Janet Headland, March 2006.
Photo of four Agta adults signing the Agta's "informed consent" letter giving Thomas Headland permission to publish the Agta sensos (the Agta census genealogy database). Standing from left to right: Agta woman Dyemari Aduanan, Agta woman Tetet Moral, Agta man Nateng Prado squatting and signing the document, American anthropologist Thomas Headland looking over Nateng's shoulder, Agta boy Batutung (who did not sign the document because only adults signed it), and Agta woman Melani Kukuang. Nateng has for many years been the chieftain (political leader) of the San Ildefonso Agta. Photo taken by Janet Headland, March 2006.
I. Project Overview: The main goal of this project is to publish in electronic format Thomas and Janet Headland's demographic database (DB) of the population of the Casiguran Agta people, so that it will be permanently available on the Internet for long-term future use of international students, researchers and scholars, and for the Agta people themselves. The Casiguran Agta population numbers today approximately 600 people. The database consists on the vital statistics of each member of the population, including names and sex of each person and dates of birth, marriage, divorce, death, fertility history of adult females, place of birth and death, migration moves, names of parents and children, and names of spouses, and causes of death.


Subject selection: During the 44-year period of our research, we interviewed all living adults in the Agta population who were willing to be interviewed, most of them multiple times, to get the vital statistics on each person and his or her immediate family members. I do not recall a single adult who was not glad to be interviewed, unless they were ill, in which case we interviewed them at a later date. The number of Agta people we interviewed over the four decades was about one thousand.

We did not do this Agta vital-statistics data-gathering project on our own. By the decade of the 1970s more and more Agta became increasingly fascinated in the project, and growing numbers of them got involved in helping us collect and compile their own demographic information. Increasingly, parents came to our home when new babies were born into their families, asking us to take their photos and to add their infants' names to the sensos (from English 'census', a word they adopted into their own vocabulary because that is what we called it). By the 1990s they came to see the project as theirs, as well as ours. By this time, more and more Agta wanted to learn their bert-de (birthday), a concept utterly unknown to them before, and today when we are there people ask us almost daily to look up and tell them again their birthdate and present age.

By the early 1990s, the Agta sensos came to take on a new importance to many Agta, and especially to the Agta leaders, as they slowly came to recognize the importance of land tenure (another concept unknown to them until outsiders began driving them forcibly off their ancestral lands in the 1970s). This came to a head for the Agta in 1998, when they learned that the Philippine Congress had just passed "Republic Act 8371," called The Indigenous People' Rights Act (IPRA), signed into law by President Fidel Ramos in October 1997. The Law seeks to stop prejudices against tribal Filipinos through the recognition of certain rights over their ancestral lands. The Agta today continue to use this law as they learn to lobby for ownership of their own rainforest lands. Thus, they are now especially interested in seeing their sensos published, because a part of the IPRA Law requires indigenous people claiming ancestral land ownership to prove that they are members of the native indigenes who lived on the land "since time immemorial" (as the Law phrases it). This seems to be a major reason why most Agta adults today seems to want to be sure their names and the names of their children are in our census.
Informed consent: In over forty years of interviewing Agta adults about their family histories, we never had a single Agta decline, or show reluctance to share with us their vital statistics of themselves and their family, unless they were ill, or working at the moment. We have taken facial photos of Agta for decades, as well, and no Agta has ever declined us permission to take their photos except women when they were pregnant. (Agta believe that taking a photograph of a pregnant woman may cause the death of the fetus.) The concept of "informed consent" was not yet a developed tool or even talked about in anthropology when we did most of our interviewing in previous decades. We had the oral consent, indeed, eager consent, of our Agta hosts to interview them. (We speak their language fluently.) But even today I wonder how I could have given these preliterate people truly informed consent before they became sufficiently westernized in the 1990s as to why we were recording their family histories. The Agta in the 1960s did not wear western clothes, most had never seen a white person and didn't know they lived in the Philippines. Most had never seen a computer until we had a workshop in early 2006 for six of them, where they were taught to type on computers.

In 1998, after we published our book, *Population Dynamics of a Philippine Rain Forest People*, with its numerous photographs of Agta, they were thrilled to see a book about themselves. Still, up to the end of the twentieth century, most of them were not yet politically sophisticated enough to realize how the planned electronic publication of their genealogies would aid them in applying for legal ownership rights to their ancestral lands. Today, 2006, many of the adults now realize this, especially the younger adults who attended elementary school as children, and specifically those whom we took to Manila in the 1980s and 1990s to apply for leases in attempts to gain legal rights to their own ancestral lands.

All Agta like what we are doing. They want to see their names, and their ancestors' names, in "a book." But to say they are informed about how or why scholars trained in theoretical demography may use the Agta population data to make hypothetical reconstructions of how human population dynamics evolved during the Pleistocene, would be too much to claim. We never discussed with them our need for formal "consent forms" documents until our trip to visit them in 2004. Then, in January to March 2006, we visited them again for the specific purpose of explaining to them in detail how we planned to publish their census on the Internet where anyone can read it. We asked them then to give us written permission to do this if they agreed. We were with the Agta from January 31 to the end of March, 2006, doing this.

Not one single Agta disagreed with the publication of their sensos, to our knowledge. Rather they were enthusiastic about our project, which many of them consider their project, too, since so many of them have helped us collect the data over many years. (Many Agta have become literate in the last 20 years, and they often write to us when we are in the USA when someone has a baby, or when someone dies, telling us to be sure and record it in their sensos.

Compensation procedures: In our first decade living with the Agta, we did not pay them when they helped us. Indeed, they invited us to live with them, they built huts for us to live in with them as they moved from place to place in the forest, and they shared their food with us. We spent most of our early years learning their unwritten language, and most Agta were eager to teach us their language. Later, when they were in need, we helped them, too, mainly with medicines, since we were both trained in paramedics, but also we bought staple foods, usually rice, which we shared with them. And by the 1970s, after they became acquainted with cash money, and as lowland Filipino outsiders entered the Agta area and began hiring Agta to work as laborers, paying them in Philippine pesos, we also began paying Agta cash when
they helped us. During our fieldtrips in the 1990s and in 2002, 2004, and 2006, we gave each Agta, when we interviewed them, a cash gift in the amount of twenty pesos (US$ 0.40) for a half-hour interview.

Risk identification: If we thought there was any serious risk to our Agta friends, we would not publish the database. There is nothing in the data that we can see that would embarrass the Agta. For example, the Agta do not practice infanticide. If they did, it could prove a risk to identify newborns that had been killed after birth. But this is not a custom among the Agta.

Background: History of the research project

Janet and Thomas Headland began collecting demographic data on the Casiguran Agta people in 1962. This continued for 24 years until their move from the Philippines to Dallas in 1986, and in subsequent fieldtrips back to the Agta area in 1992, 1994, 1995, 1998, 2000, 2002, 2004, and 2006. They first transferred these data from paper to electronic database (DB) in 1983. This Agta DB presently includes 4,117 records, of that many individuals who were at one time in the Casiguran Agta population. Over 200 of these Agta were born in the 1800s. Most of those 4,117 individuals are now dead. The DB includes all of the 617 Casiguran Agta alive in 1977 and all of the 609 alive in 1984. Since 1984, the DB has kept up-to-date records on all of the San Ildefonso Agta, a sub-population of the larger population of the Casiguran Agta people. (The San Ildefonso population numbered 284 in January 2006.) Most important, the DB records every birth and death, every marriage and divorce, and every migration move of all San Ildefonso Agta from 1950 up to February 2006, as well as most but not all of the larger Casiguran Agta population. Nothing of this magnitude has ever been accomplished before of a primitive population.1 This has been the major anthropological research project of Thomas and Janet Headland for the last 44 years.

The Agta DB is complex. It is a relational database in the MS Access program, made up of three separate integrated tables. Once published, this Agta DB will be the Headlands' biggest contribution to anthropology of anything they have ever produced. No one has ever made publicly available such a product on any anthropological (tribal) population, let alone a hunter-gatherer group, and to my knowledge no one has ever collected such a product on a tribal population. Further, there is almost no possibility that anyone will ever again be able to collect this kind of data on a human foraging society. That is because there are probably no longer any such groups surviving in a foraging lifestyle on our planet. All such groups, including the Agta themselves by the end of the twentieth century, are no longer living a foraging lifestyle. Almost all such populations, if they still exist today at all, have become sedentary peasantized populations living now fully integrated into the globalized industrialized world, including the Agta.2

Two previous funding grants for the project

In 1991 the Pew Charitable Trusts chose Thomas Headland as a "Pew Fellow" and offered him (unsolicited) a $15,000 grant to write a book on the demography of the Agta people. Headland accepted this invitation and the Pew grant. Also in 1987, John Early (then chair of the Department of Anthropology at Florida Atlantic U) had seen Headland's "Population Decline" paper presented at the 1987 Meeting of the American Anthropological

---

1 The term "primitive population" is used acceptably in demography to refer to a traditional human tribal group supposedly unaculturated by the industrialized world or by a city-state.


In 1993, soon after the Pew grant money had run out, the L.S.B. Leakey Foundation invited Headland to apply for a $7,000 grant from that Foundation to help complete their book that Pew had funded. This invitation was also unsolicited. Headland received that Leakey Foundation grant in 1993. He used it to take Dr. Early with him on a 1994 field trip to the Agta to collect more demographic data.

**Brief description of activity and the timing involved in the project**

Three phases are still needed for bringing this project to publication:

*Phase One*, now completed, involved Thomas and Janet being in the Philippines to collect data in the Agta area in the spring of 2002, 2004, and 2006, and typing the new and corrected data into the DB. That has now been done.

*Phase Two*, the cleanup of the DB, will be done by a database technician, in consultation with Headland and under the supervision of SIL database manager Mike Cochran, who has agreed to assist in this part of the proposed project. The proposed time for this to be done will be in the fall of 2007. Phase Two will involve the following tasks:

- The DB structure will need to be modified to reduce the number of redundant fields and to remove many fields that should be calculated rather than stored (normalization of the data).
- The DB implementation must be selected that allows easy publication to the web or CD to position the project for Phase Three.
- Reports and forms will need to be modified to reflect the changes in the database structure.
- The DB itself must be cleaned up so it is free of inconsistencies and so it is error-free. It will take a professional database-management technician to do this, taking an estimated 300 hours of his or her time.
- An instruction manual must be written to tell the user how to use the DB and what each field in the records means.

*Phase Three*, the recasting of the DB, will also be done by a database technician, again in consultation with Mike Cochran. The proposed time for this will be in the spring of 2007. Phase Three is what will make the Agta data accessible to the academic world and to school-educated Agta people. This phase will define a way for external researchers to easily get access to the raw data to analyze as they wish, in order to test their own theories of traditional indigenous population patterns. Phase Three will, for example,

- define a software application that the researcher can get access to and use
- provide an instruction manual for the public
- protect the data from external manipulation, and
- be easily updateable by the Headlands as further data is collected later.

Students and scientists around the world will be able to ask new questions of the electronically published Agta DB by exporting the data via predefined queries and then using databases that they define to type in their own queries or to ask for reports that will arrange the data to answer their questions. But the DB will also have several queries

---

and reports already defined, so the student can click them on to see arranged data sets. For example, Mike Cochran wrote a report in 1998 that prints out in outline form the names of all Agta mothers with their complete fertility histories since 1950, showing each woman's history of her births in detail. (See enclosed page titled "Fertility Histories.") Headland has defined these queries and reports for his own research as well as in response to requests by other three anthropologists who have already asked Headland for permission to use the database.

**Should the real names of Agta people be included in the Database?**

As plans were being made to publish the raw data of the Agta census in an electronic database format to make it available to the public, Headland considered for a time leaving out the names of all of the 4,000 people listed in the census. Personal names did not seem necessary for outsider researchers who would presumably be using the data to test various demographic hypotheses they might propose about the population dynamics of prehistoric human populations. Since each person in the DB has their own unique census number, personal names would not be necessary for most researchers. The thought then was that this would protect the privacy of the Agta if their names were excluded.

However, when the Headlands' many Agta friends saw in 1998 the book they wrote with John Early they were hurt and disappointed that the photographs of them and their families in the book did not state their names. Some were offended. Many Agta had worked with the Headlands for decades, helping the Headlands to collect the data. Why were their names not under their photographs, they asked? As one Agta leader stated, "We want our grandchildren and great-grandchildren to know who we are, to remember us, after we have died. Why did you leave our names out?"

Another more important reason we now plan to include people's names in the published DB is because in recent years, as the self-determination movement has grown among indigenous peoples around the world, the Agta have gotten involved. In the last decade or so, the Agta have more and more been lobbying for their own human rights and especially for rights to their ancestral lands. When the Philippine Congress took the bold step in 1997 to sign into law Republic Act 8371, also known as the Indigenous Peoples Rights Act (or IPRA), the Agta soon heard about it. This law recognizes, protects, and promotes the rights of the indigenous peoples in the Philippines, and especially their rights of ownership to their ancestral lands. That is why it is also referred to as the "Ancestral Domain Law." But for people like the Agta to claim legal ownership to their ancestral lands, they must be able to prove they are members of indigenous native people of that land. In short, they need to prove to government agents who their parents and grandparents and great-grandparents were.4

This second reason for publishing the Agta DB census was not recognized by Headland or by the Agta until IPRA was passed in 1997. Now the Agta are asking me to provide them with paper copies of this census with their names in it. We have done that. But as this law grows in importance among Philippine tribal peoples in the next quarter-century, the Agta census on the World Wide Web will become increasingly important to the Agta and to educated Filipino government agents and NGO human rights organizations. These people are already assisting the Agta in reclaiming their lands recently taken from them by in-migrant Filipino homesteaders. The published Agta sensos will help them to assist Agta in proving that they are the original owners of these lands.

When we were with the Agta in 2006, we asked them to write a letter for us telling that they approve of our publishing their census. The Agta leaders designed and wrote a letter, and had me type it for them.

---

They wrote it in their own language. It is 460 words. These Agta leaders then encouraged other Agta adults to sign this document. A total of 153 adult Agta men and women signed it. Their nine signed pages of their signatures under their letter are enclosed with this UND Review Form. An English translation of their letter is also enclosed. Also we enclose two photographs of Agta leaders signing the document, taken in March 2006.

As can be seen in the enclosed English translation of their letter, they emphasize in it that they want their names to be included in their sensos. We, including the Agta, thus request that the IRB at UND consider their request and give us permission to include their names in the planned Agta DB publication.

Respectfully submitted,

Thomas N. Headland
Adjunct Professor of Linguistics
UND SIL Program in Linguistics
University of North Dakota
University of North Dakota Human Subjects Review Form

All research with human participants conducted by faculty, staff, and students associated with the University of North Dakota, must be reviewed and approved as prescribed by the University’s policies and procedures governing the use of human subjects. It is the intent of the University of North Dakota (UND), through the Institutional Review Board (IRB) and Research Development and Compliance (RD&C), to assist investigators engaged in human subject research to conduct their research along ethical guidelines reflecting professional as well as community standards. The University has an obligation to ensure that all research involving human subjects meets regulations established by the United States Code of Federal Regulations (CFR). When completing the Human Subjects Review Form, use the “IRB Checklist” for additional guidance.

Please provide the information requested below:

**Principal Investigator:** Thomas N. Headland

Telephone: 701/777-8317  
E-mail Address: tom_headland@sil.org

Complete Mailing Address: 7500 West Camp Wisdom Road, Dallas, TX 75236

School/College: UND (summers only)  
Department: Linguistics (SIL Program) at UND

**Student Adviser (if applicable):** I am adjunct professor of linguistics at UND since 2001 (SIL Program)

Telephone:  
E-mail Address:

Address or Box #:  
School/College:  
Department: 

**Project Title:** Demographic Database of the San Ildefonso Agta Population (Philippines)

**Proposed Project Dates:**

- **Beginning Date:** 1962
- **Completion Date:** 2007  
Including data analysis

**Funding agencies supporting this research:**

- Pew Charitable Trusts ($15,000 in 1991)
- LSB Leakey Foundation ($7,000 in 1993)

(A copy of the funding proposal for each agency identified above MUST be attached to this proposal when submitted.)

Does the Principal Investigator or any researcher associated with this project have a financial interest in the results of this project? If yes, please submit, on a separate piece of paper, an additional explanation of the financial interest (other than receipt of a grant)

If your project has been or will be submitted to other IRBs, list those Boards below, along with the status of each proposal.

<table>
<thead>
<tr>
<th>IRB Board</th>
<th>Date submitted</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Type of Project:** Check “Yes” or “No” for each of the following.

- **New Project**
- **Dissertation/Thesis**
- **Continuation/Renewal**
- **Student Research Project**
- **Protocol Change for previously approved project**
- **Does your project involve medical record information?** If yes, complete the HIPAA Compliance Application and submit it with this form.
- **Does your project involve Genetic Research?** If yes, refer to Chapter 3 of the Researcher Handbook for additional guidelines regarding your topic.
- **Does your project include Internet Research?** If yes, refer to Chapter 3 of the Researcher Handbook for additional guidelines regarding your topic.
- **Will subjects or data be provided by Altru Health Systems?** If yes, submit two copies of the proposal. A copy of the proposal will be provided to Altru.
Will research subjects be recruited at another organization (e.g., hospitals, schools, YMCA) or will assistance with the data collection be obtained from another organization?

___ YES or ___ NO

If yes, list all institutions:

Letters from each organization must accompany this proposal. Each letter must illustrate that the organization understands their involvement in that study, and agrees to participate in the study. Letters must include the name and title of the individual signing the letter and, if possible, should be printed on letterhead.

**Subject Classification:** This study will involve subjects who are in the following special populations: Check all that apply.

- Minors (<18 years)
- Prisoners
- Persons with impaired ability to understand their involvement and/or consequences of participation in this research
- Other Traditional "tribal" population of Agta hunter-gathering society in the Philippines.

For information about protections for each of the special populations, refer to Chapter 5 of the Researcher Handbook.

**This study will involve:** Check all that apply.

- Deception
- Radiation
- New Drugs (IND)
- Non-approved Use of Drug(s)
- Recombinant DNA
- None of the above will be involved in this study

---

**I. Project Overview**

Please provide a brief explanation (limit to 200 words or less) of the rationale and purpose of the study, introduction of any sponsor(s) of the study, and justification for use of human subjects and/or special populations (e.g., vulnerable populations such as minors, prisoners, pregnant women/fetuses).

---

**II. Protocol Description**

Please provide a succinct description of the procedures to be used by addressing the instructions under each of the following categories. Individuals conducting clinical research please refer to the “Guidelines for Clinical-Research Protocols” on the Research and Program Development website.

1. **Subject Selection.**

   a) Describe recruitment procedures (i.e., how subjects will be recruited, who will recruit them, where and when they will be recruited and for how long) and include copies of any advertisements, flyers, etc., that will be used to recruit subjects. If incentive payments will be made to anyone for enrolling participants, describe the incentive package.

   b) Describe your subject selection procedures and criteria, paying special attention to the rationale for including subjects from any of the categories listed in the “Subject Classification” section above.

   c) Describe your exclusionary criteria and provide a rationale for excluding subject categories.

   d) Describe the estimated number of subjects that will participate and the rationale for using that number of subjects.

   e) Specify the potential for valid results. If you have used a power analysis to determine the number of subjects, describe your method.

2. **Description of Methodology.**

   a) Describe the procedures used to obtain informed consent.

   b) Describe where the research will be conducted. Document the resources and facilities to be used to carry out the proposed research. Please note staffing, funding, and space available to conduct this research.

   c) Indicate who will carry out the research procedures.

   d) Briefly describe the procedures and techniques to be used and the amount of time that is required by the subjects to complete them.

   e) Describe audio/visual procedures and proper disposal of tapes.

   f) Describe the qualifications of the individuals conducting all procedures used in the study.
g) Describe compensation procedures (payment or class credit for the subjects, etc.).

**Attachments Necessary:** Copies of all instruments (such as survey/interview questions, data collection forms completed by subjects, etc.) must be attached to this proposal.

3. **Risk Identification.**
   a) Clearly describe the anticipated risks to the subject/others including any physical, emotional, and financial risks that might result from this study.
   b) Indicate whether there will be a way to link subject responses and/or data sheets to consent forms, and if so, what the justification is for having that link.

4. **Subject Protection.**
   a) Describe precautions you will take to minimize potential risks to the subjects (e.g., sterile conditions, informing subjects that some individuals may have strong emotional reactions to the procedures, debriefing, etc.).
   b) Describe procedures you will implement to protect confidentiality (such as coding subject data, removing identifying information, reporting data in aggregate form, etc.).
   c) Indicate that the subject will be provided with a copy of the consent form and how this will be done.
   d) Describe the protocol regarding record retention. Please indicate that research data from this study and consent forms will both be retained in separate locked locations for a minimum of three years following the completion of the study.
      - Describe: 1) the storage location of the research data (separate from consent forms and subject personal data)
        - 2) who will have access to the data
        - 3) how the data will be destroyed
        - 4) the storage location of consent forms and personal data (separate from research data)
        - 5) how the consent forms will be destroyed
   e) Describe procedures to deal with adverse reactions (referrals to helping agencies, procedures for dealing with trauma, etc.).
   f) Include an explanation of medical treatment available if injury or adverse reaction occurs and responsibility for costs involved.

**III. Benefits of the Study**
Clearly describe the benefits to the subject and to society resulting from this study (such as learning experiences, services received, etc.). **Please note:** extra credit and/or payment are not benefits and should be listed in the Protocol Description section under Methodology.

**IV. Consent Form**
A copy of the consent form must be attached to this proposal. If no consent form is to be used, document the procedures to be used to protect human subjects, and complete the Application for Waiver or Alteration of Informed Consent Requirements. Refer to the RD&C website for further information regarding consent form regulations. **Please note:** Regulations require that all consent forms, and all pages of the consent forms, be kept for a minimum of 3 years after the completion of the study, even if the subject does not continue participation. The consent form must be written in language that can easily be read by the subject population and all use of jargon or technical language should be avoided. The consent form must be written at no higher than an 8th grade reading level, and it is recommended that it be written in the third person (please see the examples on the RD&C website). A two inch by two inch blank space must be left on the bottom of each page of the consent form for the IRB approval stamp. The consent form must include the following elements:

   a) An introduction of the principal investigator
   b) An explanation of the purposes of the research
   c) The expected duration of subject participation
   d) A brief summary of the project procedures
   e) A description of the benefits to the subject/others anticipated from this study
   f) A paragraph describing any reasonably foreseeable risks or discomforts to the subject
   g) Disclosure of any alternative procedures/treatments that are advantageous to the subject
   h) An explanation of compensation/medical treatment available if injury occurs.
i) A description of how confidentiality of subjects and data will be maintained. Indicate that the data and consent forms will be stored in separate locked cabinets for at least three years following the completion of the study. Indicate where, in general, the data and consent documents will be stored and who will have access. The following statement must be included in all consent forms and informational letters: “Only the researcher, the adviser, [if applicable] and people who audit IRB procedures will have access to the data.” Please make appropriate additions to the persons that may have access to your research data. Indicate how the data will be disposed of. Be sure to list any mandatory reporting requirements that may require breaking confidentiality.

j) The names, telephone numbers and addresses of two individuals to contact for information (generally the student and student adviser). This information should be included in the following statement: “If you have questions about the research, please call (insert Principal Investigator’s name) at (insert phone number of Principal Investigator) or (insert Adviser’s name) at (insert Adviser’s phone number). If you have any other questions or concerns, please call Research Development and Compliance at 777-4279.”

k) If applicable: an explanation of who to contact in the event of a research-related injury to the subject.

l) If applicable: an explanation of financial interest must be included.

m) Regarding participation in the study:

1) An indication that participation is voluntary and that no penalties or loss of benefits will result from refusal to participate.

2) An indication that the subject may discontinue participation at any time without penalty, with an explanation of how they can discontinue participation.

3) An explanation of circumstances which may result in the termination of a subject’s participation in the study.

4) A description of any anticipated costs to the subject.

5) A statement indicating whether the subject will be informed of the findings of the study.

6) A statement indicating that the subject will receive a copy of the consent form.

By signing below, you are verifying that the information provided in the Human Subjects Review Form and attached information is accurate and that the project will be completed as indicated.

Signatures:

(Principal Investigator) Date:

(Student Adviser) Date:

Requirements for submitting proposals:
Additional information can be found on the IRB web site at www.und.nodak.edu/dept/orpd/regucomm/IRB/index.html.

Original Proposals and all attachments should be submitted to Research Development and Compliance, P.O. Box 7134, Grand Forks, ND 58202-7134, or brought to Room 105, Twamley Hall.

Prior to receiving IRB approval, researchers must complete the required IRB human subjects’ education. Please go to http://www.und.nodak.edu/dept/orpd/regucomm/IRB/IRBEducation.htm for more information.

The criteria for determining what category your proposal will be reviewed under is listed on page 3 of the IRB Checklist. Your reviewer will assign a review category to your proposal. Should your protocol require full Board review, you will need to provide additional copies. Further information can be found on the RD&C website regarding required copies and IRB review categories, or you may call the RD&C office at 701 777-4279.

In cases where the proposed work is part of a proposal to a potential funding source, one copy of the completed proposal to the funding agency (agreement/contract if there is no proposal) must be attached to the completed Human Subjects Review Form if the proposal is non-clinical; 7 copies if the proposal is clinical-medical. If the proposed work is being conducted for a pharmaceutical company, 7 copies of the company’s protocol must be provided.

Please Note: Student Researchers must complete the “Student Consent to Release of Educational Record”.

Revised 5/20/05