Sauk Valley Community College

Class and Honors Project Checklist

FACULTY: STOP AND CONSIDER IF YOU ARE CONDUCTING HUMAN RESEARCH

A. Introduction

Sauk Valley Community College requires that research conducted at the College and involving human subjects be reviewed and approved by the SVCC Institutional Review Board (IRB) prior to initiation. As guided by federal law and by SVCC Board Policy 519.01, human subjects have rights of protection and refusal when participating in human research. SVCC's Institutional Review Board is charged with approving, monitoring, and reviewing human research. Investigators may not solicit subject participation or begin data collection until they have received written approval from the IRB. Some types of student research may also require IRB approval.

Caveat: Some types of student research may NOT require review above and beyond normal faculty supervision. The purpose of this document is to clarify when student projects/assignments must be reviewed by the IRB.

B. Student Human Research

Research conducted by SVCC students as a part of normal classroom assignments (including honors projects) is not usually classified as formal "research" by the federal government. This is because the research is not intended to, or likely to, lead to generalizable results that would be formally published or publically disseminated. Rather, the research concludes with a classroom product which facilitates learning of concepts and the opportunity to practice various procedures including research methods (interviewing, observation and survey techniques, as well as data analysis). In most cases, these classroom projects do not usually require IRB approval, and students only need to be supervised by a faculty member.

In some special cases it is possible that student research may need SVCC IRB approval, therefore, faculty should carefully consider all student research projects. Classroom projects that meet ALL (1-7) of the conditions stated below may be conducted entirely under the supervision of the faculty member without submitting a research request proposal to the IRB.

1. The project is a normal part of the student's coursework;
2. The project is supervised by a faculty member;
3. The project has as its primary purpose the development of the student's research skills;
4. The project is not "genuine research" and is not expected to result in formal publication or some other type of formal public dissemination;

5. The project does not present more than **minimal risk** to subjects or to the student investigator (i.e., when "the risks of harm anticipated in the proposed research are not greater than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests").

6. The project does not involve **sensitive topics** or confidential information that could place a participant at risk if disclosed.

Categories of *sensitive topics* include, but are not limited to, information: a) Relating to sexual attitudes, preferences or practices;
b) Relating to use of alcohol, drugs or other addictive products;
c) Pertaining to illegal conduct;
d) That if released could reasonable damage an individual's financial standing, employability, or reputation within the community;
e) That would normally be recorded in a patient's medical record and the disclosure of which could reasonably lead to social stigmatization or discrimination;
f) Pertaining to an individual's psychological well-being or mental health;
g) Pertaining to genetic information;
h) Relating to religious beliefs/values.

7. The project does not involve persons from **vulnerable populations** as participants.

Vulnerable populations may include: pregnant women, fetuses, children (with the exception of observational studies), prisoners, persons at high risk of incarceration or deportation, or people who have a mental disability. Projects involving such subjects require review and approval by the IRB prior to beginning research.

Student projects that do not meet all (1-7) of the above conditions must be submitted to the SVCC IRB for review. Contact the Dean of Institutional Research for an IRB application.

This process does not *prohibit* human research by Sauk's faculty, staff or students, but only assures that appropriate safeguards are in place to protect human rights of protection and refusal during human research. Additionally, faculty should always apply their own profession's ethical standards to non-scientific classroom projects (e.g., journalism projects).

C. Faculty Oversight Responsibility

Faculty teaching research methods and overseeing student research projects are expected to understand the philosophy, ethics and practice of protecting human subjects in research; to adhere to these principles during the conduct and supervision of student research projects; and to teach these practices and principles to students. Faculty will be responsible for ensuring that all student research projects are conducted in accordance with federal regulations and principles regarding protection of human subjects in research.

D. Tips for Faculty

Please note that, consistent with College policy, all teaching assignments involving human subjects must respect the rights and welfare of all individuals involved. The following suggestions for the faculty members provide guidance concerning student research projects:

1) **Consider the nature and intent of the activity.** If the course assignment involves systematic data collection and if any intent of the activity is to develop or contribute to generalizable knowledge -- an indication of which is intent to publish the data -- then the student research project is probably research and needs to be individually reviewed and approved by the IRB.

2) **Approval cannot be made retroactively.** If there is any likelihood that the results of the project might later be used for research that does lend to generalizable knowledge (for example, a presentation to a group other than the class), IRB approval must be sought prior to conducting the research. IRB approval cannot be granted retroactively.

3) **Minimize risks whenever possible.** Faculty members should help students understand that they are obligated to minimize risks for human subjects with whom they interact during the completion of their assignments. Depending on the circumstances, faculty members may find some of the following suggestions for students helpful:

a) Encourage the use of anonymous data collection so that data is not linked to specific individuals.

b) Have information identifying individuals kept separately from the information collected from those individuals.

c) Collect project data at the end of the course, or within a short time afterward, and request all copies in the student's possession be destroyed.

d) Encourage the use of consent forms (see below).

This version was approved by the SVCC IRB, Honors Project Advisors, and Faculty Leaders on 10/15/2015. This form was adapted with permission from a form created for Miami Dade College.

Informed Consent

Informed Consent ensures that participating human subjects understand: 1) the nature and potential consequences of the proposed research; 2) that their participation is voluntary; 3) that a decision not to participate will bring no negative consequences; and 4) that they are free to withdraw from the research project at any time without incurring a penalty.

Informed Consent Form Template (to be signed by each human subject before participating in human research)

The purpose of this study is [brief description]. This research project is being conducted by [names of faculty researcher(s) including student researcher(s)].

The information you provide in this research project will remain confidential. Any report that is generated from this research will NOT include any information that will make it possible to identify you; all results will be reported as group responses. All research records are kept in a secure location, and only the SVCC researchers will have access to the information.

Taking part in this research is completely voluntary and will not negatively affect your relationship with Sauk Valley Community College in any way**.** You may withdraw from this research project at any time without consequence. There will be no compensation for taking part in this research.

There are no anticipated risks in this research study; however, if you have any concerns arise, the researcher(s) may be contacted at the number given at the bottom of this page. If you have any additional questions about your rights as a research participant, please contact Joe Bright, SVCC Director of Research and Planning, at 815-835-6336.

I have been informed of the purpose of this study and I agree to participate. I acknowledge that my participation is voluntary and I may withdraw from this research project at any time. I understand that my responses will be kept confidential.

Please sign and date to indicate consent: _____