

PROCEDURES MEMORANDUM

TO: MCC Staff

FROM: Office of the President

SUBJECT: Human Participants Research Guidelines

DATE: July 25, 2014

PURPOSE: To provide guidance for the use of Metropolitan Community College students and employees as participants in research projects. Adherence to the policy demonstrates that the College encourages and supports sponsored and non-sponsored human participants research using basic ethical principles.

SCOPE: This policy applies to all sponsored and non-sponsored research projects with potentially publishable results where Metropolitan Community College students and/or employees are test participants. The policy does not apply to evaluation or in-class activities which are part of an organized curriculum.

1. General Principles

Any research involving human participants must comply with federal regulations. Research means a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalized knowledge. A human participant is a living individual about whom an investigator, whether professional or student, conducting research obtains (1) data through intervention or interaction with the individual or (2) identifiable private information. Responsibility for coordinating human participants research requests resides with the Institutional Effectiveness Office.

2. Standard Procedure

- A. Researchers requesting to use Metropolitan Community College students and/or employees as participants must submit a "Research Approval Request Form for Review of Human Participants Research" form available through the Institutional Effectiveness Office, the Institutional Research Website or found on the College's Forms Bank through the website.
- B. Researchers working through an accredited educational institution with an established human participants policy must submit a copy of the institution's application and support documents in lieu of completing Metropolitan Community College's application.

- C. Researchers must provide documentation of the methods for subject recruitment, inducements to participate, instructions given them, activities in which they will engage, tests and questionnaires, and the procedures for obtaining informed consent.
- D. Researchers must provide documentation of assurances that no pressure will be employed in soliciting involvement.
- E. Researchers will document how confidentiality of all participants will be maintained.
- F. Researchers will document how and when participants will be debriefed.
- G. All applications and supporting documentation are submitted to the Institutional Effectiveness Office at Metropolitan Community College at least one month prior to the anticipated beginning date of the research.
- H. A Human Participants Research Review Committee consisting of the CLEAR Coordinator, a representative from the Office of Institutional Effectiveness, a Vice President or Associate Vice President and others as appropriate will review all applications and approve or deny requests.
- I. A signed copy of the request form is returned to the researcher following a meeting of the Human Participants Research Review Committee. In some cases, the researcher may also need to seek approval from other participants and their institutional review boards. No data can be collected until approval is obtained from the Human Participants Research Review Committee.
- J. Researchers denied approval for human participants research at the College may challenge the decision by requesting to meet with the Human Participants Research Review Committee.
- K. A copy of the final research report will be sent to the Office of Institutional Effectiveness to be filed with the application.

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