

Policy 311.00 Research Using Human Subjects

All research conducted by School of Education faculty and students that uses human subjects (including surveys) must be reviewed by the Human Subjects in Research Committee prior to conducting the study. The major goal of the Protection of Human Subjects in Research Committee is to oversee all research for the School of Education in regard to assuring the protection and confidentiality of human subjects, whether the research is conducted by faculty or students, from dissertations to course projects, from applied research to survey studies, from on-campus to off-campus. This is in keeping with the agreed upon goals/objectives when the committee was originally formed in 1981.

Attached is a copy of the applied research proposal form to be completed by the researcher(s) and then submitted to the appropriate research advisor or professor if the researcher is a student. The routing slip (which is also attached is to be attached to the front of the proposal. The research advisor or professor needs to approve the proposal and indicate this approval in writing on the routing slip. The routing slip should be attached to the original proposal which is then submitted to the Human Subjects chair. The proposal will be routed to at least two designated members of the committee. Each member who evaluates the proposal, dates and initials "yes" or "no" as to whether the proposed research is approved as submitted. A "yes" indicates that the proposal was judged as 1) ethically appropriate, 2) confidentiality assured, and 3) appropriate informed consent obtained. Comments on design issues, social significance, etc., are optional and are not a part of the Committee's responsibilities.

Normally three approvals are required and a formal letter of approval will be sent from the chair of the Human Subjects Committee to the professor who is responsible for the research who, in turn, is to notify co-author(s) or the student researcher(s) if students are conducting the research. Normally, if there are no perceived problems or questions with the research proposal, approval takes about one week.