

July 15, 2008

TO: Members of the Faculty

FROM: Mary Inman, Chairperson
Human Subjects Review Board
James Boelkins
Provost

RE: Approval for research involving human subjects - **PLEASE READ CAREFULLY**

This memo pertains to **all** individuals who do or will do research and/or classroom experimentation that involve **human subjects**. If that's you, read the following very carefully and follow the instructions. If your work does not presently involve human subjects, please skim the material and archive the information for future reference.

In recent years the requirements pertaining to the testing of human subjects have significantly increased. The College's Hu

- You will be certified for three years
- Indicate the month/year of this Certification on research proposals submitted to the HSRB
- If you are submitting an external grant proposal that involves human subjects, send a copy of the certification with the effective dates to Tracey Nally, Director of Sponsored Research Programs.

Please take the time **now** to learn more about ethical issues involving human subjects and complete the CITI certification - **before** external grant proposals are due and **before** submitting proposals to the HSRB. If you have any questions about this request, feel free to contact Mary Inman, chairperson of the HSRB (inman@hope.edu), Megan Mullins, Director of the Frost Research Center (mullins@hope.edu), or Tracey Nally, Director of Sponsored Research programs (nally@hope.edu). You can see the full instructions for submitting proposals to the HSRB at www.hope.edu/admin/hsrb.

Which class research projects involving humans are EXEMPT from HSRB review? More specific answers for the 6 exemptions are posted on the *HSRB Frequently Asked Questions* link at the HSRB website: www.hope.edu/admin/hsrb.

Generally speaking, **all** the following **must** be true:

- Data are collected anonymously or confidentially (identifying information cannot be tied to the data)
- The sharing of the data and the findings won't go beyond the classroom or your personal knowledge
- The procedures do NOT involve risk to the participants physically, emotionally, or legally

Talk with your department colleagues or the HSRB chair (Mary Inman X7148) about your procedures to assess risk, so you are not the sole person deciding about exemption. Send an email to inman@hope.edu briefly addressing the above issues and requesting an exemption. The HSRB chair (or experienced member) will determine whether exemption from review is warranted—to comply with regulations.

Notice that if students in your class are **conducting** the exempt research,

- *you and your students should still read the Belmont Report & "Privacy & Confidentiality" Social Behavioral CITI tutorial*
- *you should complete the CITI modules and tests.*

Your attention to these important issues is much appreciated. It will save you time and possible frustration later! The HSRB will conduct a campus workshop on federal guidelines, Hope's HSRB procedures, and answer questions during the Fall semester. Thank you and best wishes for success in your research and teaching programs!

pc: Megan Mullins
Tracey Nally