

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 Human Subjects Review Board (HSRB) is responsible for ensuring that all federal requirements are met. The specific guidelines can be found on the HSRB website: www.hope.edu/admin/hsrb.

To assist faculty in meeting the guidelines for testing of human subjects, the College has subscribed to the Collaborative Institutional Training Initiative (CITI), a web-based tutorial certification program in the ethical treatment of human subjects. **We are requiring all members of the HSRB and all investigators who do research with human subjects to complete this tutorial and become certified.** This certification helps Hope College and researchers meet federal requirements. Completing the certification will provide you with the following benefits:

- you will have met one requirement for submitting a successful proposal to the HSRB
- help you teach your research students about conducting ethical research more effectively;
- help you determine the ethical issues relevant to your project(s);
- help you write an effective Informed Consent Form and debriefing; and,
- speed up the HSRB review process

Therefore, before submitting a research proposal to Hope's HRSB:

- Go to <http://www.citiprogram.org/default.asp>? (language=English)
- Register (or re-login)
- Take **all** the tutorials and short quizzes that pertain to **your** type of research (social science or biomedical track) - this may take up to 3 hours but you can stop and return as needed
- Print **two** copies of your Certification of Completion Form - keep one copy for your records and send the other copy to Megan Mullins, Frost Center Director

- 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