LEWIS AND CLARK COLLEGE GRADUATE SCHOOL OF EDUCATION & COUNSELING

SHORT FORM APPLICATION - APPROVAL TO USE HUMAN SUBJECTS IN RESEARCH

Date:		
Study Title:		
Principal Investigator(s):		
Campus Address:		

Lewis & Clark College requires that all research conducted by faculty or students supervised by faculty that involves use of human subjects be reviewed and approved by the Human Subjects Research Committee (IRB for federal purposes) before any of the research is conducted.

Research involving students required for a particular class does not, in general, require review by the committee. Those wishing guidance should consult the committee chair. However, student independent study projects involving human subject must be reviewed by the committee.

If you have questions about whether your research project qualifies to for review by the Institutional Review Board or whether it is exempt, please fill in the questions below and submit to the Office of Research and Assessment in Rogers Hall, MSC 93.

For EXEMPT STATUS Requests ONLY (See page 2 - 3 of the Manual)

1. PURPOSE AND DESIGN OF RESEARCH

The description of your research should be in language that can be understood by non-experts in your field and should be in detail sufficient for the HSRC to make a judgment about the adequacy of the human subjects protections proposed. Such protections are the only concern of the HSRC; judgment about a particular project's validity or feasibility lies within its jurisdiction to the extent that it relates to human subjects protection. Research methodology appraisal is within the HSRC's purview if it determines the need relative to fulfillment of its mission.

2. SELECTION AND RECRUITMENT OF SUBJECTS FOR PARTICIPATION IN RESEARCH

When selecting subjects for research, it is important to consider carefully the category of subjects being chosen. Federal guidelines require a scientific justification if women and/or minorities are to be excluded from a subject population. In addition, vulnerable populations, e.g., prisoners, pregnant women, institutionalized individuals, or children, are to be studied only under certain conditions, and only if the study could not be undertaken without them. When recruiting subjects for research, it is important to follow procedures that will ensure that subject participation is truly voluntary and that no procedures that could be construed as even minimally coercive have been employed. The preferred method of recruitment is to disseminate information about the research study to potential subjects and to instruct them to contact the investigator if they are interested in

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participating. In the interest of respecting individuals' rights to privacy and confidentiality, recruitment procedures should involve having interested subjects identify themselves to the investigator rather than the investigator obtaining names and addresses from a third party and soliciting participation directly from individuals.

Acceptable means for the selection and recruitment of subjects:

- Placing an advertisement in a newspaper, journal, or other periodical requesting that interested persons who meet relevant criteria contact the investigator;
- Posting a sign or placing flyers in a public area or, with permission from the appropriate authority, in a private area (such as a university, store, library, health club, etc.) requesting that interested persons who meet relevant criteria contact the investigator;
- Obtaining names from public records, such as telephone directories;
- Obtaining names from organization membership or client records to which the investigator has legal access and for which s/he has obtained permission from the appropriate authority.

3. FIRST-PERSON SCENARIO AND MATERIALS

Please include all copies of questionnaires that will be used in the data collection process. If for any reason your project involves experimental or non-standard means of collecting data where standard procedures exist, a justification for the use of the non-standard procedures should be included here.

The following are the categories of research eligible for Expedited Review. Please indicate the category in which you believe your research fits.

L	111	narease the energy in which you believe your research ness		
	1)	Research conducted in established or commonly accepted educational settings involving normal educational practices such as:		
		 i. Research on regular and special education institutional strategies, or ii. Research on the effectiveness of the comparison among instructional techniques, curricula or classroom management methods. 		
	2)	Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless:		
		 i. Information obtained is recorded in such a manner that human subjects can be identified directly or through indentifiers linked to the subjects; and ii. Any disclosure of the human subjects' responses outside the research could reasonably place the subject at risk of criminal or civil liability, or be damaging to the subjects' financial standing, employability or reputation. 		
		Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, if:		

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- i. The human subjects are elected or appointed public officials or candidates for public office, or
- ii. Federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.
- □ 4) Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.
- □ 5) Research and demonstration projects which are conducted by subject to the approval of Department or Agency heads, and which are designed to study, evaluate, or otherwise examine:
 - i. Public benefit or service programs;

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- ii. Procedures for obtaining benefits or services under those programs;
- iii. Possible changes in or alternatives to those programs or procedures;
- iv. Possible changes in methods or levels of payment for benefits or services under those programs.
- □ 6) Taste and food quality evaluation and consumer acceptance studies if:
 - i. Wholesome foods without additives are consumed, or
 - ii. A food is consumed that contains a food ingredient at or below the level and use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

FINAL DETERMINATION ON EXEMPTION RESTS WITH THE IRB/HSRC

I agree to use procedures conforming to College policy with respect to safeguarding human subjects. Before significant changes in the investigative procedure used in this study are made, I agree to seek prior approval from and follow the advice of the Human Subjects Research Committee (HSRC). The faculty sponsor's signature indicates that s/he has reviewed this application and accepts the responsibility of ensuring that the procedures approved by the HSRC are followed.				
Signature	Date			
Signature	Date			
Faculty Advisor Signature	Date			
(required for student research)				

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