



## **Human Participants Research Guidelines**

All research, both sponsored and non-sponsored, involving human participants must be conducted using basic ethical principles. Applications of the basic principles to the conduct of research using human participants leads to the consideration of the following requirements: informed consent, risk/benefit assessment, the appropriate selection of participants for research, and confidentiality.

MCC encourages educational research. However, any human participants research must comply with federal regulations: Protection of Human Subjects (45 CFR 46) and the Common Federal Rule (Federal Register, June 18, 1991).

Researchers working through an accredited educational institution with an established human participants procedure must submit a copy of that institutions completed application and support documents in addition to completing MCC's application.

Human participants research must be reviewed by the Human Participant Research Review Committee (HPRRC) before initiation of a project. The HPRRC is responsible for monitoring the ethical nature of human participants experimentation at the College using 45 CFR 46 and the Common Federal Rule. Further, this committee has the authority to approve, approve conditionally, require modifications to, or disapprove any request to use Metro students, faculty and staff as research participants and external entities or agencies.

MCC will strictly follow the definitions for human participants protection found in Article 102 of the Common Federal Rule. Research means a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalized knowledge. A human subject 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.

Every research project involving human subjects requires review by the HPRRC. This review begins by securing a Research Approval Request Form. This form is to be submitted to the Office of Institutional Research at least one month prior to the anticipated beginning date of the research.

A signed copy of the form will be returned to the researcher following a meeting of the HPRRC. 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 HPRRC.

A copy of the results of the study and final research report needs to be sent to the MCC CLEAR and Institutional Research offices.

# Research Approval Request Form

for Review of Humans Participants Research

Date:

## Metropolitan Community College Faculty/Staff – Lead Researcher

Last Name:	First Name:	MI:
Department:	Campus:	Room:
Telephone:	Email:	
Academic Dean:		

## External Request – Primary Contact

Last Name:	First Name:	MI:	
Address: Street	City	State	Zip
Telephone:	Email:		
Organization (if applicable):			
Address: Street	City	State	Zip

## Associate or Collaborating Investigator(s)

Last Name:	First Name:	MI:	
Address: Street	City	State	Zip
Telephone:	Email:		
Last Name:	First Name:	MI:	
Address: Street	City	State	Zip
Telephone:	Email:		

## Research Project

Title:

Beginning Date: Ending Date:

Descriptive Summary (maximum 300 characters)

## Check all that apply

Thesis project     Doctoral research     Classroom project

Faculty     Staff     Student     External

# Checklist for Research Involving Human Participants

Respond to each of the following questions. Attach copies of the questionnaires, non-standard tests, consent forms, and other supporting documents. Staple all pages together when finished. Submit two copies of this form and supporting documents to the Office of Institutional Research, Metropolitan Community College, Fort Omaha Campus Building #3, PO Box 3777, Omaha, NE 68103-0777.

1. Purpose of the proposed research.
2. Give a brief description or outline of your research procedures as they relate to the use of human participants. This description will include the participants themselves (methods of recruiting, inducements to participate), instructions given to them, activities in which they will engage, tests and questionnaires, plus a discussion on the procedures for obtaining informed consent. There must be assurance that no pressure will be employed in soliciting student involvement. Note if the subjects are minors or "vulnerable" (children, prisoners, mentally or physically infirm, pregnant women) and how their special conditions will be handled.
3. Does this research entail possible risk of psychic, legal, physical, or social harm to the participants? Please explain. What steps will be taken to minimize these? What provisions will be made to insure that appropriate facilities and professional attention necessary for the health and safety of the subjects are available and will be utilized?
4. Describe the significance of the study.
5. Describe the benefit of this activity to the test subject, College, or people in general.
6. How will informed consent be obtained? Provide a copy of your consent form.
7. Describe how and when participants will be debriefed. Provide a copy of the debriefing information. The debriefing must be of sufficient length and provide sufficient detail as to be of educational value to participants. Format should include the following information: a) purpose of the study, b) the research methodology, c) the general area of research (e.g., health, psychology), and d) person(s) to whom to turn with questions.
8. Will the confidentiality of all participants be maintained? If yes, how will this be accomplished? If not, has a formal release been obtained?
9. Are all participants protected from the future potentially harmful use of the data collected in this experiment? How is this accomplished?
10. What are the direct and/or indirect costs to the College?

\_\_\_\_\_  
Signed / Principal Investigator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed / Other Investigator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed / Other Investigator

\_\_\_\_\_  
Date

**For Human Participants Research Review Committee Use Only**

- Contact information is needed
- Add a statement that the participant is at least 18 years of age (Under age 18 requires parental permission).
- Add a statement that participation is voluntary and that participation and the data provided can be withdrawn at any time.
- Statements regarding video/audio tapes must be included: where tapes will be kept, for how long, how (or if) they will be destroyed, who will have access, etc.
- Provide a copy of the Consent Form.
- Provide a statement from the school, institution, facility etc., granting permission to conduct research if needed.
- Provide a copy of the survey cover letter.
- Provide a copy of the survey instrument.
- Provide a copy of the consent form.
- Provide a copy of the debriefing statement(s).
- Provide a copy of the confidentiality statement.

**Additional Comments:**

**Initial HPRRC Recommendation**

- Not approved      **Reason:**
- Pending            **Reason:**
- Approved

Date:

**Final HPRRC Recommendation**

- Not approved      **Reason:**
- Pending            **Reason:**
- Approved

Date:

\_\_\_\_\_  
Signature of Chairperson or Designee:

**Approval expires one year from the date approved above. If significant changes are made to this protocol, prior approval from the HPRRC must be obtained. If you disagree with the final HPRRC recommendation, you may appeal the decision.**