PROCEDURES MEMORANDUM

TO: MCC Staff

FROM: Office of the President

SUBJECT: Human Subjects Research Policy

DATE: February 25, 2008

PURPOSE: To provide guidance for the use of Metropolitan Community College students and employees as subjects in research projects. Adherence to the policy demonstrates that the College encourages and supports sponsored and non-sponsored human subjects research using basic ethical principles.

SCOPE: This policy applies to all sponsored and non-sponsored research projects with potentially publishable results where Metropolitan Community College students and/or employees are test subjects. The policy does not apply to evaluation or in-class activities which are part of an organized curriculum.

1. General Principles

Any research involving human subjects must comply with federal regulations. 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. Responsibility for coordinating human subjects research requests resides with the Center for Learning, Effectiveness, Assessment and Research (CLEAR) Office.

2. Standard Procedure

A. Researchers requesting to use Metropolitan Community College students and/or employees as subjects must submit a “Research Approval Request Form for Review of Human Subjects Research” form available through the CLEAR Office or found on the College’s Forms Bank through the website.

B. Researchers working through an accrediting educational institution with an established human subjects policy may submit a copy of the institution’s application and support documents in lieu of completing Metropolitan Community College’s application.
C. Researchers must provide documentation of the methods for subject recruitment, inducements to participate, instructions given them, activities in which they will engage, tests and questionnaires, and the procedures for obtaining informed consent.

D. Researchers must provide documentation of assurances that no pressure will be employed in soliciting involvement.

E. Researchers will document how confidentiality of all subjects will be maintained.

F. Researchers will document how and when participants will be debriefed.

G. All applications and supporting documentation are submitted to the CLEAR Office at Metropolitan Community College at least one month prior to the anticipated beginning date of the research.

H. A Human Subjects Research Review Committee consisting of the CLEAR Coordinator and two faculty members will review all applications and approve or deny requests.

I. A signed copy of the request form is returned to the researcher following a meeting of the Human Subjects Research Review Committee. 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 Human Subjects Research Review Committee.

J. Researchers denied approval for human subjects research at the College may challenge the decision by requesting to meet with the Human Subjects Research Review Committee.

K. A copy of the final research report will be sent to the CLEAR Office to be filed with the application.

Created 3/10/05; revised 6/29/06; Reviewed but no changes 2/25/08