Procedures and Guidelines for Proposing Human Subjects Research

Obtaining research project approval

- Complete the Sterling College Institutional Review Board Form.
- Contact Dr. Jennifer Dyson, Institutional Review Board Coordinator.
    - Email: jdyson@sterling.edu
    - Office phone: 620-278-4333
    - Cell phone: 620-204-8504
- Dr. Dyson will provide contact information for the individuals serving on the Institutional Review Board.
- Email the completed form to the individuals serving on the IRB. The IRB is composed of three individuals who have completed a formal training on protecting research participants. Faculty members most commonly serve on the IRB, but other individuals who have special knowledge relevant to the study being conducted may serve on the IRB. For example, individuals studying athletic training may conduct research that has some physical component. In this instance, a medical professional may serve on the board. Send the completed form to the individuals serving on the IRB.
- The IRB will review the research proposal and provide with feedback. Typically, the IRB will provide verbal feedback via a formal meeting in addition to written feedback provided on the form. However, there may be instances where the IRB only provides written feedback electronically via the IRB form.
- The IRB chair will formally communicate research project approval by electronically signing the IRB form and sending it via email. Keep this form on record and proceed with your research.

Additional Information

Prior to designing your study, consider the following informal summary of the ethical guidelines for protecting human research participants. You can also consult Dr. Dyson if you have questions prior to submitting your proposal.

- Do no harm. Consider all possible risks for research participants. If there are any risks, consider ways to minimize them.
- Provide informed consent. Prior to the study, inform participants about the nature of the research in which they are participating (i.e. Provide general information about procedures that will take place). Also inform participants about the duration of the research (i.e. How long will participation take)? In addition, it is essential to make participants aware that participation is voluntary, and they are free to withdraw at any time without penalty. Obtaining informed consent may vary based on the nature of the research but should always be documented in some manner.
- Provide participants with debriefing information after the they finish participating. Debriefing may be a written summary statement at the end of a survey or a verbal

discussion about the research procedures. Debriefing should fit appropriately with the type of research being conducted. If there is deception involved in the research, participants should be informed about the nature of the deception after participating. In addition, participants in any research study should always be given an opportunity to obtain the results of the study after it is complete.

- The required ethical guidelines should be applied in a way that fits the nature of the research study. Consider the nature of the research and the risks involved when determining how to best obtain informed consent, conduct debriefing, etc.

Prior to designing your study, consider consulting the comprehensive Belmont Report which details procedures for protecting participants.

- The Belmont Report: Ethical Principles & Guidelines for Research Involving Human Subjects
  https://www.hhs.gov/ohrp/regulations-and-policy/belmont-report/read-the-belmont-report/index.html