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**GREENSBORO COLLEGE**

**A CODE OF ETHICS FOR  
HUMAN SUBJECTS RESEARCH**

# A Code of Ethics for Human Subjects Research

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# Greensboro College

## A Code of Ethics for Human Subjects Research

### PREAMBLE

Scholars recognize that the discovery, creation, transmission and accumulation of knowledge are social processes involving ethical considerations and behavior. Careful attention to the ethical considerations of research contributes to the broader project of finding ways to maximize the beneficial effects scholarship may bring to humankind. The strength of this Code rests on its active discussion, reflections, and use by the College's faculty.

Researchers must be sensitive to the potential for harm to individuals, groups, organizations, communities and societies that may result from incompetent or unscrupulous data gathering techniques and/or use of knowledge. Researchers are committed to the free and open access to knowledge through the public disclosure of findings. Researchers must be committed to the pursuit of accurate and precise knowledge through self-regulation in peer review, with neither personal malice nor ideological or theoretical prejudice.

Principles of access and disclosure may occasionally conflict with (1) more general ethical concerns for the privacy rights of respondents, clients, and experimental subjects, and (2) the treatment of respondents, clients and experimental subjects with due regard for their integrity, dignity, and autonomy. This potential conflict is one of the reasons for a Greensboro College Code of Ethics for Human Subjects Research.

Styles of research on humans are diverse and changing. So also are the contexts within which faculty engage in research. This diversity of procedures and context may lead to ambiguities concerning appropriate professional behavior. The clarification of ethical behavior in diverse contexts is a second reason for this Code.

Finally, this Code attempts to meet the needs of researchers who might need guidance in how to best proceed in a variety of situations involving relations with respondents, subjects, the College administration, colleagues, and public authorities.

This Code establishes feasible guidelines for ethical behavior. The ethical requirements established by this Code cover many of the potential sources of ethical conflict that may occur in research. Most requirements represent *prima facie* obligations that stand as principles for guiding conduct. The Code states the College's consensus about ethical behavior; the Faculty Affairs Committee will base its judgments on this Code when it must decide whether individual members of the College have acted ethically in human subjects research. All Greensboro College faculty members and staff conducting research on humans for the purpose of publication are encouraged to learn the code and act ethically in research practice.

## **I. The Practice of Human Subjects Research**

### **A. Objectivity and Integrity**

Faculty should strive to maintain objectivity and integrity in the conduct of research.

1. Faculty should adhere to the highest possible technical standards in their research.
2. Since individual researchers vary in their research skills and experience, researchers should always set forth ex ante the limits of their knowledge and the disciplinary and personal limitations that influence the validity of findings, which affect whether a research project may be successfully completed.
3. In situations where researchers are requested to render professional judgments, they should accurately and fairly represent the findings of their research.
4. Researchers should not misrepresent the findings of their research. When work is presented, researchers are obligated to report their findings fully and without omission of significant data. Researchers should also disclose details of their theories, methods and research designs that might bear upon interpretations of research findings.
5. Researchers must report all sources of financial support in their publications and must note any special relations to a sponsor.
6. Researchers should not make any guarantees to respondents, individuals, groups or organizations unless there is full intention and ability to honor such commitments. All such guarantees, once made, must be honored.
7. Researchers should cooperate in efforts to make raw data available to other researchers, except in cases where confidentiality, the subject's rights to proprietary information and privacy, or other claims of a field worker to the privacy of personal notes would be violated.
8. Researchers should provide adequate information and citations concerning scales and other measurement devices used in their research.
9. Researchers must not accept grants, contracts, or research assignments that appear likely to violate the principles in this Code. Researchers should disassociate themselves from research when they discover a violation and are unable to achieve its correction.
10. When financial support for a project has been accepted, researchers must make every reasonable effort to complete the proposed work on schedule, including reports to the funding source(s).
11. When several researchers (including students) are involved in joint projects, there should be mutually accepted explicit agreements at the outset with respect to division of the work, compensation, access to data, rights of authorship, and other rights and responsibilities. Such agreements may require modification as the project develops; these modifications must be agreed upon jointly.
12. Researchers should state all significant qualifications on the findings and interpretations of their research.
13. Researchers are obligated to disseminate research findings, except those that are likely to cause harm to clients, collaborators, participants or those findings that are proprietary under a formal or informal agreement.

## **I. The Practice of Human Subjects Research (cont.)**

### **B. Disclosure and Respect for the Rights of Human Research Populations**

1. Researchers should not misuse their positions as professionals for fraudulent purposes or as a pretext for gathering intelligence for any organization or government. Researchers should not mislead respondents involved in a research project as to the purpose for which that research is being conducted.
2. Subjects of research are entitled to rights of biographical anonymity.
3. To the extent possible, researchers should anticipate potential threats to confidentiality. The removal of identifiers, the use of randomized responses and other statistical solutions to problems of privacy should be used where appropriate. If, for some reason, research results cannot be anonymous, then special steps must be taken to safeguard the confidentiality of the data. These steps must be described in the informed consent form.
4. Information about subjects obtained from records that are open to public view and/or scrutiny cannot be protected by guarantees of privacy or confidentiality.
5. Confidential information provided by research participants must be treated as such by human subjects researchers, even when the information enjoys no legal protection or privilege and legal force is applied. The obligation to respect confidentiality also applies to members of research organizations (interviewers, coders, clerical staff, etc.) who have access to these data. It is the responsibility of research project administrators and chief investigators to instruct staff members on this point and to make every effort to insure that access to confidential material is restricted. Special precautions must be undertaken to guard against inadvertent disclosure of data indicating responses that are potentially harmful to subjects, such as illegal, criminal, deviant, sexual and/or politically sensitive activities.
6. The process of conducting research must not expose respondents to substantial risk of personal harm. Informed consent must be obtained when the risks of research are greater than the risks of everyday life. Where modest risk or harm or deception is anticipated, a written informed consent indicating the possibility of participant risk, harm and/or deception must be obtained from each research subject. Reasonable risk to participants may be included as part of a research design only when the potential benefits to be derived from the research legitimately offset the risk.
7. Researchers should take culturally appropriate steps to secure informed consent and to avoid invasions of privacy. Special attention may be necessary when the individuals studied are illiterate, have low social status, or are unfamiliar with human subjects research.
8. Researchers must guarantee that participation in a research activity is voluntary. Subjects must be given enough information about the study prior to their participation so as to make their consent to participate truly informed.
9. Subjects must be told how to obtain a copy of the research results and how they may find copies of published papers based on results of studies in which they participate.
10. If the research process creates or uncovers problems of the respondents, they must be advised on where to go for help. Adequate protection of subjects must be anticipated and structured into the research activity.

## **I. The Practice of Human Subjects Research (cont.)**

### **B. Disclosure and Respect for the Rights of Human Research Populations (cont.)**

11. While generally adhering to the norm of acknowledging the contributions of all collaborators, researchers should be sensitive to the harm that may arise from such disclosure and so should therefore respect a collaborator's wish or need for anonymity. Full disclosure may be made later if circumstances permit.
12. Researchers should comply with appropriate institutional, federal, and professional association requirements pertaining to the conduct of human subjects research. These requirements might include but are not necessarily limited to obtaining proper review and approval for research that involves human subjects and following recommendations made by responsible committees concerning research subjects, materials and procedures.

## **II. Publications and Review Process**

### **A. Authorship and Acknowledgement**

1. Researchers must acknowledge all persons who contribute to their research and to their copyrighted publications.
2. Ordering of authorship and acknowledgements must accurately reflect the contributions of all participants in the research and writing process, including students, except in those cases where such ordering or acknowledgement is determined by an official protocol.
3. Data and material taken verbatim from another person's published or unpublished written work must be explicitly identified and referenced to the author(s). Citations to ideas developed in the written work of others, even if not quoted verbatim, should not be knowingly omitted.

### **B. Professional Responsibilities of Authors, Editors, and Referees**

1. Editors should review written work on human subjects research without personal or ideological malice toward the author(s).
2. Editors of human subjects research journals must provide prompt decisions to authors of submitted manuscripts. They must monitor the work of associate editors and other referees so that delays are avoided and reviews are conscientious.
3. An editor's commitment to publish a manuscript must be binding on the journal. Once accepted for publication, a manuscript should be published expeditiously.
4. Editors receiving reviews of manuscripts from persons who have previously reviewed those manuscripts for another journal should seek additional reviews.
5. Submission of a manuscript to a professional journal grants that journal first claim to publish. However, a manuscript may be withdrawn from consideration to publish by its author(s) at any time.
6. Researchers should submit papers for review to only one professional journal at a time unless explicit arrangements to do otherwise have been agreed on by all significant parties.

## **II. Publications and Review Process (cont.)**

### **C. Participation in the Review Process**

1. People should decline requests for official reviews of work where strong conflicts of interest are involved, such as may occur when a person is asked to review work by a friend, family member, or colleague for whom she or he has an overriding sense of personal obligation, competition or enmity.
2. A person should decline a request to review work when he or she cannot fulfill the request on time.
3. Materials sent for review should be read in their entirety and considered carefully and confidentially. Evaluations should be justified with explicit reason(s).
4. Researchers who are asked to review manuscripts and books they have previously reviewed should make this fact known to the editor requesting the review.

## **III. Ethical Obligations of Researchers as Employers and Employees**

### **A. Employment Practices**

1. No human subjects researcher should discriminate in hiring, firing, promotions, salary considerations, treatment or any other conditions of employment or career development on the basis of gender, sexual preference, age, race, religion, ethnicity, national origin, handicap or political orientation.
2. Researchers should adhere to fair employment practices in hiring, promotion, benefits, and review processes.
3. When acting as employers, researchers should specify the requirements for hiring and promotion and communicate these requirements thoroughly to employees and prospective employees. Promotion considerations should be based solely on professional criteria.
4. When acting as employers, researchers should make every effort to ensure equal opportunity and fair treatment to all persons at all levels of employment.
5. When acting as employers, researchers have the responsibility to be informed of fair employment codes, to uphold fair employment practices, and to change existing unfair practices within the organization.
6. All employees should be afforded the protection of due process through clear grievance procedures. It is the obligation of the researcher, when acting as an employer, to communicate these procedures and to protect the rights of employees who initiate complaints.

### **III. Ethical Obligations of Researchers as Employers and Employees (cont.)**

#### **B. Responsibilities as Employees**

1. When seeking and/or negotiating employment as a researcher, a faculty member should provide prospective employers with accurate information on her or his relevant professional qualifications and experiences.
2. Researchers accepting employment should become aware of possible constraints on research and publication and should negotiate clear understandings about the ethical conditions accompanying the research and scholarly activities.
3. In satisfying their obligations to employers, researchers must make every effort to adhere to the professional obligations contained in this Code.
4. When planning to resign a post, a researcher should provide her or his employer(s) with adequate notice of intention to leave.
5. In helping to secure employment for students, researchers should make every attempt to avoid conflicts of interest. When a conflict of interest does arise, full disclosure of potential biases should be made to job seekers and potential employers.

### **IV. Policies and Procedures**

The Faculty Affairs Committee shall be responsible for: (1) interpreting and publicizing this Code; (2) promoting ethical conduct by all human subjects researchers; (3) receiving inquiries about violations of this Code; (4) investigating complaints concerning the ethical conduct of Greensboro College faculty acting as researcher; (5) mediating disputes to assist the parties in resolving their grievances; (6) holding hearings on formal charges of misconduct; (7) reporting appropriate findings of investigatory proceedings to College officials, professional associations and/or granting agencies; and (8) recommending action(s) to appropriate College officials.

#### **A. Committee Obligations**

1. At any time, not necessarily in the context of the investigation of a particular case, the Committee may advise the College of its views on general ethical questions.
2. The Committee is obligated to receive complaints of violations of the Code and endeavor to resolve them by mediation, and if mediation is unsuccessful, proceed to a hearing.
3. If, after a hearing, the Committee determines that an ethical violation occurred, the Committee shall notify the violating party and prepare a report to the College, professional association(s), or granting agency(ies). The report may recommend one of the following actions:
  - a. Apply no sanctions;
  - b. Suspend the research project until compliance with the Code has been reached;
  - c. Suspend the research project immediately;
  - d. Suspend the research project immediately and disallow further engagement in any research activities involving human subjects;
  - e. Suspend the research project immediately, disallow further engagement in any research activities involving human subjects and recommend further sanctions by College officials, (a) professional association(s), and/or (a) granting agency(ies).

#### **IV. Policies and Procedures (cont.)**

##### **B. Committee Rules and Procedures**

1. Except as hereinafter provided, all formal actions by the Committee shall be adopted at a meeting at which a quorum is present, by a majority vote of the members present and voting. A quorum shall consist of a simple majority of members of the Committee. Members of the Committee with conflicts of interest, as determined by the Committee Chair, or the Vice President for Academic Affairs, or the Dean of the Faculty in situations where the Committee Chair may have a conflict of interest, will be excluded from Committee deliberations and will not be included in determining the quorum.
2. All inquiries about violations of the Code should be directed to the Chair of the Faculty Affairs Committee, the Vice President for Academic Affairs, and the Dean of the Faculty.
3. After receipt of a formal and specific complaint, the Vice President for Academic Affairs, the Dean of the Faculty, and the Chair of the Faculty Affairs Committee shall together determine whether the complaint is in fact covered by the Code. If so determined, the Vice President for Academic Affairs, the Dean of the Faculty, and the Chair, Faculty Affairs Committee, shall notify the complainant of the acceptance of the complaint as legitimate.
4. The Vice President for Academic Affairs, the Dean of the Faculty, and the Chair, Faculty Affairs Committee, shall then communicate the entire complaint to the person or persons accused, together with a copy of the Code. The letter and Code shall be sent within seven days after determining the legitimacy of the complaint. The letter and Code shall be sent by registered mail, return receipt requested. The letter shall clearly specify which element(s) of the Code may have been violated. The letter shall request a response to the complainant within 14 days.
5. In order to be considered by the Vice President for Academic Affairs, the Dean of the Faculty, and the Chair, Faculty Affairs Committee, complaints must be received within six months of the alleged ethical violation.
6. If negotiation between the parties is deemed proper, the Vice President for Academic Affairs, the Dean of the Faculty, and the Chair, Faculty Affairs Committee, shall make every possible effort to find an informal and satisfactory solution to the problem.
7. If informal means of mediation are ineffective, the Vice President for Academic Affairs, the Dean of the Faculty, and the Chair, Faculty Affairs Committee shall convene the entire Faculty Affairs Committee to hear the charges of ethical violation(s).
8. The Vice President for Academic Affairs, the Dean of the Faculty, and the Chair, Faculty Affairs Committee, shall send copies of the complaint, the alleged violator's response to the complaint, and all other pertinent documents to all members of the Faculty Affairs Committee at least 7 days prior to deliberations on the matter by the entire Committee. The Vice President for Academic Affairs, the Dean of the Faculty, and the Chair, Faculty Affairs Committee, shall instruct Committee members that all deliberations on the matter in question are to be held in strict confidence.

#### **IV. Policies and Procedures (cont.)**

##### **B. Committee Rules and Procedures (cont.)**

9. After deliberation, the Committee shall decide by majority vote whether: (a) the case should not be pursued further, (b) further information is needed, (c) further mediation should be attempted, or (d) a formal hearing should take place.
  - (a) If the Committee decides that the case should not be pursued, the Chair shall communicate the decision and the reasons therefore to the Vice President of Academic Affairs, the Dean of the Faculty, the complainant, and the alleged violator.
  - (b) If the Committee decides that further investigation of the case is necessary, it may direct inquiries through the Dean of the Faculty to either the complainant or the alleged violator, with copies of the request and responses thereto in every instance to the other party.
  - (c) If the Committee decides to attempt further mediation, it shall appoint a mediator from among its members; he/she must be acceptable to both parties. The mediator shall in due course notify the Committee that the matter has been resolved by written agreement of the parties, or if no such resolution has been achieved, the mediator may recommend that the matter be dropped or recommend that the case proceed to a hearing.
  - (d) If the Committee decides that a hearing is appropriate, either upon the recommendation of a mediator, or upon its own initiative, it shall advise the complainant and the alleged violator that a hearing will be conducted, giving at least 14 days notice of time and place. The alleged violator, as well as the complainant, should be advised of her/his rights to introduce witnesses and evidence in her/his behalf, to cross-examine witnesses, and to have the assistance of professional or other counsel at the hearing. All documentary evidence to be introduced by the complainant, and the names of all witnesses to be offered in support of the charges shall be supplied to the alleged violator at least 7 days prior the hearing. If either complainant or alleged violator refuses to participate in the hearing, the committee may elect to continue without his/her participation.
10. At the hearing, the evidence in support of the complaint shall be presented by the complainant; the alleged violator shall have full opportunity to answer the charges. The Committee may introduce its own witnesses in order to answer factual questions.
11. The Committee shall record and later transcribe the proceedings of the hearing. The alleged violator shall have the right to be present either in person or through a conference telephone hook-up at all evidential sessions of the hearing and to have a transcript of the proceedings. Every attempt should be made to conduct hearings at one time and place.
12. Unless the alleged violator requests a public hearing, the hearing of the complaint shall be private. All persons except those necessary for the conduct of a private hearing shall be excluded.
13. At the conclusion of the introduction of all evidence, the alleged violator, counsel for the alleged violator, or both shall be permitted to argue against or in mitigation of the complaint.

#### **IV. Policies and Procedures (cont.)**

##### **B. Committee Rules and Procedures (cont.)**

14. Hereafter, the Committee shall conduct further discussion in private.
15. If the Committee finds that no ethical violation has clearly occurred, the parties, organizations and individuals contacted during the hearings shall be so notified and the case shall be closed.
16. If the Committee finds that an ethical violation has clearly occurred, the Chair shall prepare a report of the case summarizing the Committee's findings and recommendations. The report and recommendations shall be sent within 48 hours of the Committee's final decision to the Dean of the Faculty, the complainant, the violator and all other parties deemed appropriate by the Chair, Faculty Affairs Committee and the Vice President of Academic Affairs. Reports and recommendations of the hearing should only be sent to outside agencies and/or professional associations in the most egregious situations when the Committee fears that the violator will continue to commit ethical violations, especially when human subjects may be at risk for harm.

#### **V. Review of Research Involving Human Subjects**

##### **A. Rationale and Explanation of Review Process**

Indifference to the rights of human subjects in research may place the researcher, students and the College in considerable peril. Procedures to safeguard the rights of human subjects serve to protect study participants, faculty, students, and the College as a whole from untoward legal, financial, and public relations exposure.

Any faculty member or College agent, or anyone acting under the direction or request of a faculty member or College agent, who plans to obtain research information or data of any sort from another living human being for the sake of publication, must submit for review a written document outlining the proposed data collection activities to the Research and Professional Development Subcommittee of the Faculty Affairs Committee before the research may begin. Students who are conducting human subjects research as part of a class assignment where there is no intention of publication, are not bound by this code. However, professors should make every reasonable effort to make students aware of the Code and follow its principles in spirit. The review must take place whether the proposed project is funded or not. All research involving human subjects intended for publication that is performed by faculty or other agents of the College must be reviewed and approved by the Subcommittee. Approval of a proposed research project is contingent upon meeting the ethical requirements as outlined in the Code; approval will normally be perfunctory.

The review process will take time, so researchers are encouraged to plan accordingly. The obligatory review by the Subcommittee will take, minimally, two weeks and possibly longer depending on the Subcommittee's workload. The guidelines for approval that are listed below apply to all research projects intended for publication involving human subjects.

The review process is driven by a protocol (form) that must be filled out in detail. A copy of the form is attached to this document (Pages 11-17). A copy of any proposed instrumentation will need to be appended to the form when submitted to the Subcommittee. The Subcommittee (1) reviews the form, instrumentation, and other pertinent elements of the research design, (2) requests revisions if necessary, and once satisfied, (3) approves the proposal. The Subcommittee will look at four categories of concern:

**Risk:** What risks will subjects encounter from participating in the research? Will the risks be adequately offset by potential benefits to be derived from the research? Have all appropriate and necessary steps been taken to minimize any risks?

## **V. Review of Research Involving Human Subjects (cont.)**

### **A. Rationale and Explanation of Review Process (cont.)**

**Informed Consent:** Will participation be truly voluntary? Will subjects be given enough information about the study prior to its commencement so as to make their consent to participate truly informed? What form will be used to document their consent?

**Anonymity/Confidentiality:** Will the researcher guarantee anonymity and confidentiality? Have all possible precautions been taken to protect the anonymity of the subjects and the confidentiality of the data?

**Debriefing Procedures:** Will subjects be told how to obtain a copy of the results? If the research process creates or uncovers problems that respondents face, will they be told where they can go for help?

### **B. Guidelines for Requesting Human Subjects Research Approval**

Only complete proposals will be reviewed by the Subcommittee. The directions that follow should help assure that materials are in the appropriate form. Incomplete proposals will be returned to the investigator, resulting in delays of the review process.

- STEP 1: Complete the “Request for Approval” form. Information concerning the investigator must be provided on the first page. Completion of that section also requires your signature (and the signature of any faculty supervisors verifying approval). Question 1-11 must be answered completely.
- STEP 2: Attach a complete description of the research methodology. This description does not replace the form itself.
- STEP 3: Attach complete copies of any instruments (e.g., questionnaires, interview protocols) which may be used in the study.
- STEP 4: Attach a copy of the actual consent form to be used when obtaining participants’ agreement to participate. The final page of the “Request for Approval” form provides a sample informed consent form. Replace the final page with your own consent form.
- STEP 5: Submit four copies of the completed materials to the Chair, Research and Professional Development Subcommittee.

**V. Review of Research Involving Human Subjects (cont.)**  
**C. The “Request for Approval of Human Subjects Research”**

THE RESEARCH AND PROFESSIONAL DEVELOPMENT SUBCOMMITTEE  
REQUEST FOR APPROVAL OF HUMAN SUBJECTS RESEARCH

RESEARCHER: \_\_\_\_\_

CAMPUS ADDRESS: \_\_\_\_\_

TITLE OF PROPOSAL: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I attest that the information contained in this proposal is complete and accurate. Further, the procedures are in accord with the Greensboro College “Code of Ethics for Human Subjects Research.”

\_\_\_\_\_  
Signature of Primary Investigator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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For Subcommittee Use  
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Proposal # \_\_\_\_\_

Subcommittee Action \_\_\_\_\_

Date \_\_\_\_\_

For the Reviewer:

Please review the proposal with respect to its adequacy in meeting ethical standards and return it to the Subcommittee Chair as soon as possible. Give your recommendation below. If you find the proposal other than acceptable, please provide explicit reasons on a separate sheet.

\_\_\_\_\_ Acceptable

\_\_\_\_\_ Undecided until further information is provided

\_\_\_\_\_ Not approved

\_\_\_\_\_  
Signature of Reviewer

\_\_\_\_\_  
Date



- V. Review of Research Involving Human Subjects (cont.)**
- C. The “Request for Approval of Human Subjects Research” (cont.)**
3. What procedure(s) will be used to protect participants’ anonymity?

4. What procedure(s) will be used to protect the confidentiality of data collected?

**V. Review of Research Involving Human Subjects (cont.)**

**C. The “Request for Approval of Human Subjects Research” (cont.)**

5. Outline, briefly, the research methodology you will employ. Attach to this proposal a detailed description of the proposed methodology.

6. Describe any physical, psychological or emotional stress to which participants may be exposed. Offer an appraisal of the degree of participant risk.

**V. Review of Research Involving Human Subjects (cont.)**

**C. The “Request for Approval of Human Subjects Research” (cont.)**

7. Explain how you plan to handle situations in which a participant might unexpectedly become upset or uncomfortable during your procedure.

8. Are human subjects to be tested or observed without their knowledge or consent? If so, explain why. Indicate how and when these participants will be informed of their role in your research. If they will not be informed, explain why.

**V. Review of Research Involving Human Subjects (cont.)**

**C. The “Request for Approval of Human Subjects Research” (cont.)**

9. Will the participants be deceived or misinformed? If so, explain. What special debriefing provisions will be used?

10. Is there any reason why the participants cannot be informed, after testing, of the purpose of the study and the rationale for the methods used? If there is, explain.

**V. Review of Research Involving Human Subjects (cont.)**

**C. The “Request for Approval of Human Subjects Research” (cont.)**

11. Describe the procedures that will be used to inform participants of the purpose, rationale and findings of the study. When and how will this information be conveyed to participants? For child participants, how will parents, teachers, and/or schools be informed about the outcomes of the research?

**V. Review of Research Involving Human Subjects (cont.)**

**D. Subcommittee Obligations**

In relation to human subjects research, the Subcommittee is obligated to:

- (1) Distribute copies of “Request for Approval of Human Subjects Research” forms to all faculty and College administrators as necessary.
- (2) Consider all requests for human subjects research in a timely manner.
- (3) Act on all requests for approval of human subjects research.
- (4) Inform investigators of its actions on human subjects research approval requests in a timely manner.
- (5) Review the Code yearly and make appropriate modifications.