

Human Subjects Review Board  
Policies and Procedures

Hendrix College  
Conway, Arkansas

With acknowledgements to Hope College and the University of Central Arkansas.  
Updated August 2013.

## PURPOSE

Hendrix College is committed to the ethical treatment of all human participants in research conducted by its faculty, staff, and students. The Hendrix College Human Subjects Review Board (HSRB) is responsible for reviewing all research done under the auspices of the college and to ensure that, in each project, human participants are treated in a just and ethical manner. Hendrix College will comply with the regulations of the United States Department of Health and Human Services for the Protection of Human Research Subjects (Part 46 of Title 45 of the Code of Federal Regulations, as amended) and with the principles set forth in the Report of the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research, entitled *Ethical Principles and Guidelines for the Protection of Human Subjects of Research* (also known as the *Belmont Report*). Copies of both documents are available in the offices of the Donald W. Reynolds Center for Life Sciences. The three basic principles of the Belmont Report are **respect for persons** (acknowledging autonomy and protecting those with diminished autonomy), **beneficence** (maximizing possible benefits while minimizing possible harm), and **justice** (sharing equitably the burdens and benefits in the population). For each research project conducted at Hendrix College, the HSRB shall be responsible for ensuring the following:

- Any costs and risks to participants will be outweighed by the sum of the benefit to the participants and the importance of the knowledge to be gained in order to warrant approval of the proposed project.
- The rights and welfare of all participants will be adequately protected.
- Informed consent will be obtained from all participants in accordance with HSRB policies.
- On-going projects will be reviewed at timely intervals (at least once a year).

The HSRB shall have jurisdiction over the collection and analysis of data that utilize the participation of human participants and are intended primarily for research purposes.

## DEFINITIONS

**Research:** A systematic investigation, including preliminary research (pilot studies) designed to develop or contribute to generalized knowledge, whether or not funded or supported.

**Human Subject:** A living individual about whom an investigator conducting research obtains  
 (1) data through intervention or interaction with the individual, or  
 (2) identifiable private information.

**Note:** Data which is already in existence, publicly available, and free of all identifiers prior to the research study is *secondary data* and does not involve human subjects; therefore, the HSRB does not need to be informed in anyway.

**Identifiers:** Any material that would allow an individual to identify a subject in a research study either directly or through identifiers linked to the subjects. This may include signed consent forms, demographic data, and computer files with identifiers. When possible, researchers should not record identifying information about subjects.

**Intervention:** Both physical procedures by which data are gathered and manipulations of the subject or the subject's environment that are performed for research purposes.

**Interaction:** Includes communication or interpersonal contact between investigator and subject.

**Private information:** Information about a person or behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place and information provided by an individual for specific purposes which the individual can reasonably expect will not be made public. When recording private information, *coding precautions* should be used to protect individual identities. The codes should be kept in a separate location from the data.

**At Risk:** To be placed in a position with greater potential for physical, mental, social, legal, or financial harm than would be expected for that individual in his or her normal occupation or daily activities.

**Minimal Risk:** To be placed in a position where the probability and magnitude of harm or discomfort anticipated in the research is not greater than that ordinarily encountered in daily life or during the performance of routine physical or psychological examination or tests.

**Informed Consent:** A person's voluntary agreement, based upon adequate knowledge and understanding of relevant information, to participate in research.

**Permission:** The agreement of the parent(s) or guardian(s) to the participation of their child or ward in research.

**Children:** Persons who have not attained the legal age of or consent (under 18 years of age). Research involving participants under the age of 18 requires the consent of a legal guardian.

**Emancipated Minor:** A legal status conferred upon persons who have not yet attained the age of legal competency as defined by state law, but who are entitled to treatment as if they had by virtue of assuming adult responsibilities, such as self-support, marriage, or procreation.

## COMMITTEE STRUCTURE

The Associate Provost of the College is responsible to ensure that the HSRB is completing its duties in a timely and appropriate manner. The chair of the HSRB shall submit an annual report detailing the activities of the board to the Associate Provost.

The members of the HSRB shall be appointed annually by the President of Hendrix College. The composition of the board shall adhere to the following guidelines:

- Have at least six members, with the diversity of the institution represented in terms of race, gender, and cultural background.
- Include two faculty members from different departments in the Social Science Area, one of whom will serve as chair. The chair shall provide board members with copies of pertinent federal guidelines, the Belmont Report, and any other materials that might be useful to them in their deliberations.
- Include a faculty member from the Humanities Area
- Include a member of the Hendrix faculty or staff with professional interests in ethics, religion, philosophy, or a closely related discipline.
- Include a faculty member from the Natural Sciences Area.
- Include a person from on- or off-campus with an advanced degree in a health-related profession.

- Include a community member who is not currently affiliated with Hendrix College and has no immediate family member currently affiliated with Hendrix College.

The board may, at its discretion, invite individuals with competence in special areas to assist in the review of issues which require expertise beyond or in addition to that available on the HSRB, but these individuals shall not be considered HSRB members and shall not vote on the issue of approval of any projects.

Any HSRB member with a vested interest in a project being reviewed must be disqualified from participating in the decision.

## PROCEDURES

### Submission of Proposals

Before any activity involving humans as participants in research may be undertaken at Hendrix College, the investigator must submit to the HSRB **one** signed paper copy (with original signatures) and **one** electronic copy of the plan of investigation to the HSRB chair (sent to HSRB@hendrix.edu). The plan must include each of the following:

- A completed *Application for Review of Research Involving Human Subjects* (see Appendix A). The application includes a question that asks investigators to assess whether or not their project puts participants at minimal risk (see definitions above).
- A brief description of the project. The description should follow the outline specified in Appendix B.
- Copies of any materials to be used, including interview protocols, survey instruments, and any text used in the recruitment of participants.
- A copy of the informed consent form (see detailed description below and Appendix C as a template) or a request for a waiver of informed consent documentation or waiver of traditional informed consent.

In addition, students who are serving as the primary investigators of research must also include the following with their HSRB proposal:

- Certificates of completion for the Social & Behavioral Research – Basic/Refresher Course and the Social and Behavioral Responsible Conduct of Research Course, as provided through the Collaborative Institutional Training Initiative (CITI) online research ethics training program.

## Informed Consent Form

Participants should sign a copy of the informed consent form for the investigator's files and should receive a copy of the form for their own use. A sample informed consent form is provided in Appendix C.

The informed consent form should:

- Clearly state that the study involves research and describe the purposes of the research;
- Describe the activities in which the participants will be engaged;
- Describe any benefits to the participants or to others which may be reasonably expected from the research;
- State whether data will be collected from the participants anonymously and whether those data will be held in confidence;
- Advise participants that they are free to withdraw from the study at any time without penalty;
- Describe any reasonably foreseeable risks or discomforts the participant may experience;
- Tell participants whom to contact for answers to questions about the research, about their rights as subjects, and about any research-related stress or injuries.

***Waiver of Informed Consent Documentation.*** Under some circumstances, researchers may not need to obtain signed consent forms. Researchers can request a waiver of informed consent documentation if:

- The only record linking a participant and the research would be the consent document (i.e., no personally-identifying information is collected) and the primary risk would be a breach of confidentiality;
- The research presents no more than minimal risk and no procedures for which written consent is typically required outside of the research contexts;
- When surveys are administered on-line, through the mail, or over the telephone, it will not be necessary to ask participants to return a signed copy of the informed consent form unless the HSRB makes doing so a condition of approval.

***Waiver of Informed Consent.*** Under some circumstances, researchers can request a waiver of informed consent if

- The research involves no more than minimal risk;
- The waiver will not adversely affect the rights or welfare of the participants;
- The research could not be practically be conducted without the waiver (e.g., informed consent to observe a public event);
- Participants will be provided with additional pertinent information *after* participation.

Please note that *the justification for either type of waiver* – either one requesting a waiver of informed consent or one requesting a waiver of informed consent documentation – *must be provided in the HSRB proposal* for the waiver to be considered.

## Review of Proposals

***Full Board Review.*** The HSRB chairperson will distribute copies of the plan of investigation to four board members and will schedule a meeting for the following circumstances:

- If the investigator indicates on the *Application for Review of Research Involving Human Subjects* that the proposed project involves putting the participants at risk or if the HSRB chair disagrees with the investigator's assessment that the project involves minimal risk to participants.

- If the research is conducted with a vulnerable population (e.g., children, cognitively impaired persons, prisoners, and elderly/aged persons).
- If a board member disapproves of a project sent through Expedited Review (see below).

All reviewing members of the HSRB shall be sent materials pertaining to the proposal and shall be given timely notice of all meetings. No meeting can be held with fewer than four members present.

The HSRB shall strive to arrive at a consensus in its decision, and all projects must be approved by a majority of the attending members. Decisions of the HSRB can be appealed to the Associate Provost.

***Expedited Review.*** If the investigator indicates on the *Application for Review of Research Involving Human Subjects* that the proposed project involves minimal risk to participants, and if the chair of the HSRB agrees with that assessment, then the review will be carried out by the HSRB chair or will be conducted by an experienced committee member who is designated by the chair.

The HSRB chair or committee member conducting review may offer approval with the provision that minor procedural changes be made in the protocol. If the investigator agrees to implement the suggestions, it will not be necessary to convene the board to discuss them. However, the investigator should resubmit his or her proposal incorporating those changes for the purpose of a permanent record.

Requests for a waiver of informed consent documentation or a waiver of informed consent can be considered in both full board reviews and expedited reviews by the members of the HSRB.

### **Timeline Regarding Proposal Review**

For projects that pose minimal risk to participants and can be evaluated using Expedited Review, it will typically take ***five business days*** for researchers to receive feedback. If the HSRB suggests any changes, researchers will typically need to respond to the suggested changes within one week of receiving the HSRB feedback.

For projects that place participants at risk, a Full Board Review will have to be conducted. Typically, this will take ***five to ten business day***. If the HSRB suggests any changes, researchers will typically need to respond to the suggested changes within one week of receiving the HSRB feedback.

These timelines are the time for review ***after*** all required materials are submitted. If an initial proposal does not include all required materials, the committee will wait until all materials have been submitted for review before the beginning of this timeline.

### **Decisions Regarding Proposals**

The HSRB chair shall notify all investigators of the board's decision regarding their applications. Approval of applications will last for twelve months; investigators will be given an expiration date when they receive approval. In the event that the HSRB did not approve an application, the chair will explain to the investigator why approval was not granted and will specify the changes that would be necessary for the application to be approved. The chair also shall notify investigators of their right to appeal HSRB decisions to the Associate Provost.

The chair shall place all correspondence with board members, correspondence with investigators, and minutes of all meetings (including discussions of substantive issues, the resolution of those issues, and any vote counts) in a permanent file. All records shall be retained for at least three years.

### **HSRB Research Project Renewal**

If there are no changes to the description of the research as described in Appendix B after a year, researchers will re-submit Appendix A and include a brief description (2-4 sentences) of the research and a statement that nothing has changed since the previous HSRB review.

If there are substantive changes to a research, researchers will need to complete and re-submit Appendix A and B *as soon as* these changes occur, with changes highlighted.

### **Exemption from HSRB Review**

Research is exempted from HSRB Review for the following circumstances:

- Research that is conducted for pedagogical purposes and is not intended to add to generalized knowledge. This includes all student research conducted for course credit that is not intended to be presented at a professional conference or published. **However, any research that involves more than minimal risk to participants must be reviewed through the HSRB, even if it is conducted for a class project.**
  - The professor for that course has the responsibility to review the student's research proposal. If he or she deems the research to place participants at risk or if the student wishes to conduct research involving vulnerable populations, the professor must submit that proposal to the HSRB for a full committee review.
  - Anytime professors wish to obtain HSRB approval for student research, they should feel welcome to submit the research for review.
- Research conducted in established or commonly accepted educational settings, involving normal educational practices (e.g., assessment of teaching methods).
- Research involving the use of educational tests, survey procedures, interview procedures, or observation of **public behavior**, as long as subject identifiers are not recorded and any disclosure of responses would not place subjects at risk.
  - Research not exempt under this item may be exempt if the human subjects are elected or appointed public officials or candidates for public office.
- Research involving the collection or study of existing data, records, or 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.

**Appendix A: Application for Review of Research Involving Human Subjects**Date: \_\_\_\_\_ (this should be the date the proposal is actually *submitted*)

Name of Investigator: \_\_\_\_\_

Campus phone: \_\_\_\_\_

Home phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Name of Faculty Sponsor (if different from investigator): \_\_\_\_\_

Department: \_\_\_\_\_

Name(s) of Additional Investigator(s): \_\_\_\_\_

Title of Project: \_\_\_\_\_

Purpose of Project:

\_\_\_\_\_ Faculty research proposal to be submitted for external funding

\_\_\_\_\_ Faculty research proposal not to be submitted for external funding

\_\_\_\_\_ Student independent research project

\_\_\_\_\_ Other. Please indicate \_\_\_\_\_

\_\_\_\_\_ Research proposal renewal

I believe that study is

\_\_\_\_\_ minimal risk (defined as no greater risk than that associated with normal, everyday activities); Expedited HSRB Review

 Please check this box if you are requesting a *waiver of informed consent documentation* Please check this box if you are requesting a *waiver of informed consent*

\_\_\_\_\_ at risk (defined as greater risk than that associated with normal, everyday activities) ; Full HSRB Review

**Certifications**

1. I am familiar with the policies and procedures of Hendrix College Human Subjects Review Board and with the principles of ethical treatment of human participants in research projects as set forth in the Belmont Report [i.e., **respect for persons** (acknowledging autonomy and protecting those with diminished autonomy), **beneficence** (maximizing possible benefits while minimizing possible harm), and **justice** (shared equitably the burdens and benefits in the population)].
2. I have informed all those who will work on this project of the Belmont Report principles.
3. I will, in a timely manner, debrief all those who participate in this project, and will inform them of the project's purpose, the results of our investigation, and of the use we will make of these results.
4. If substantive changes in the procedures involving participants become necessary, I will submit these changes for review before they are implemented.
5. **For Student Investigators:** I have completed both the Social & Behavioral Research – Basic/Refresher Course and the Social and Behavioral Responsible Conduct of Research Course through the Collaborative Institutional Training Initiative (CITI) and I have included copies of both certificates of completion.

Signature of Investigator(s): \_\_\_\_\_

Signature of Faculty Sponsor(s): \_\_\_\_\_  
(if different from investigator)

## Appendix B: Outline of Project Description

Please provide a summary of your proposed project that uses the following outline as a model. Keep in mind that your job is to clearly explain your research to people from a variety of backgrounds, so try to avoid jargon and give clear explanations of field-specific concepts. Please include each subsection, clearly marked by its heading.

### INVESTIGATOR:

Name and department

### FACULTY SPONSOR:

If different from Investigator

### TITLE:

Please use the same title as used on the *Application for Review of Research Involving Human Subjects*.

### RATIONALE:

Provide a brief statement of the project's general aims in relation to the broader area of research in the field.

### SPECIFIC AIMS:

Identify the variables to be manipulated and/or measured and describe their expected relationships.

### SUBJECT SELECTION:

Identify the sample population, sample size, and timeline for the research. Also, describe the method of subject recruitment, including a text for any email or in person recruitment. This recruitment script should include any incentives offered, the time of participation, a brief description of the research, and some statement about what will be done with the collected data.

### PROCEDURE:

Describe the activities in which the participants will be engaged in detail. You will want to provide as many specifics as possible, including the actual materials participants will see and/or specific questions that will be asked, if possible. If this level of detail is difficult, you will want to provide an idea of the kinds of questions that will be asked and a reason that greater specificity would not be possible at the point of submission. **DESCRIBE IN DETAIL ANY DECEPTION USED** and explain why deception is critical to the research. Be sure to reference previous research that might use the same methodology, when using a methodology that might put participants at risk.

### TRAINING:

Describe any supervision or training that will occur for research personnel involved in this research, including both CITI training and any additional training. For student investigators, please include previous research experience and/or coursework that might be relevant.

### POTENTIAL RISK:

Identify possible sources of physical, psychological, or social risk, including potential violations of rights to privacy and free choice. And, please explain why the potential benefits of the research outweigh the potential risks to participants.

**SAFEGUARDS:**

Identify procedures designed to reduce the risks involved. If debriefing is to be used as a safeguard, please describe the debriefing in detail and include the text of the debriefing message. Please note that research that involves deception **requires** a debriefing. Be sure to address the storage and safety of the data being collected, including any audio or video recordings that might be collected. And, if appropriate, discuss the steps that will be taken to maintain confidentiality.

**BENEFIT TO SUBJECTS:**

Explain how participants might gain from the experience, including any educational benefits or incentives for participation.

**OTHER BENEFITS:**

Describe any potential professional, personal, or social benefits to experimenters or non-participants.

## Appendix C: Sample Informed Consent Document

### INFORMED CONSENT FOR PARTICIPATION IN RESEARCH ACTIVITIES

1. You are invited to participate in a research study conducted by **[insert primary researcher(s) and faculty supervisor's names]**. The overall purpose of this research is **[insert brief goal of the research]**.
2. a) Your research participation will involve **[insert short, easy to understand description of what participants will be asked to do in the study]**.  
 b) The amount of time involved in your participation will be **[insert time]**. For your participation, we will compensate you with **[insert any compensation or remove this sentence]**.
3. There are certain risks and discomforts that may be associated with this research, which may include **[insert description of potential risks]**.
4. The possible benefit to you from this research is **[insert description of benefits]**.
5. Your participation is voluntary and you may choose not to participate in this research study or withdraw your consent at any time. You will NOT be penalized in any way should you choose not to participate or to withdraw your consent.
6. We will do everything we can to protect your privacy. As part of this effort, your identity will not be revealed in any publication that may result from this study **[only include this sentence if it is true]**. Only the experimenters will have access to your data. **[Insert any safety precautions and ways confidentiality will be maintained, if you have promised confidentiality]**.
7. **IF YOU PLAN TO TAPE AN INTERVIEW, YOU NEED TO INCLUDE THE FOLLOWING:** With your permission, I would like to **[video or audio]** tape this interview. We can stop the taping at any time (or not use the tape at all) without penalty and I will not put your name on the recording. At the end of the study, I will transcribe the tape and then erase it **[please modify this sentence to reflect any differences in what you might do with any taped information]**.
8. If you have any questions or concerns regarding this study, or if any problems arise, please feel free to contact the researchers **[insert the contact information – including email address and phone number – of researcher(s) and faculty supervisor]**. If you have any questions about the rights of research participants or any concerns about the research, feel free to contact the Chair of the Hendrix College Human Subjects Review Board, Dr. Leslie Zorwick (501-450-1493; [HSRB@hendrix.edu](mailto:HSRB@hendrix.edu))

**I have read this consent form and have been given the opportunity to ask questions. I will also be given a signed copy of this consent form for my records. I hereby consent to my participation in the research described above.**

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**Participant's Name Printed**

**Signature of Participant**

**Date**

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**Signature of Researcher**

**Date**