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**Human Participants Research Guidelines**

All research, both sponsored and non-sponsored, involving human participants must be conducted using basic ethical principles which include treating people with respect and demonstrating integrity and justice. 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 all types of research. However, any human participants research must comply with federal regulations: Protection of Human Subjects (45 CFR 46) promulgated from the Common Federal Rule (Federal Register, June 18, 1991).

Researchers working through an accrediting educational institution with an established human participants policy must submit a copy of that institution’s application and support documents in addition to completing Metro’s application.  
  
Human participants research must be reviewed by the Human Participants 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.

MCC will strictly follow the definitions for human participants protection found in 45 CFR 46.102 Research means a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalized knowledge. A human participant 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 participants 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 Carly Frost, Effectiveness and Engagement Associate [cfrost@mccneb.edu](mailto:cfrost@mccneb.edu)

**Research Approval Request Form**

for Review of Human 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 participants 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 participants 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 Office Use Only  Received results of study: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**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.**