## Brooks College of Interdisciplinary Studies

## Human Subjects Research Standards

Active scholarship is an integral part of university life. Faculty, staff and students benefit from the process as well as the product of scholarly and creative work. In many cases, scholarship involves the use of human subjects as the focus of the scholarship. As such, **all scholars at Grand Valley State University are required to adhere to the ethical and practice standards for human studies. All human subject-based research must be approved by the Brooks College review system before any data are collected.** The following document identifies how the Brooks College complies with research standards according to federal guidelines. The reader is also asked to refer to our policy documents posted on our web page : <http://www.gvsu.edu/cois/human-subjects-procedures-brooks-college-129.htm>

**Standard #1: Scientific Merit**

Within the units of the Brooks College of Interdisciplinary Studies, the Unit Head must conduct a review of all proposed research, to assure the research conforms to accepted disciplinary standards for merit and validity. Moreover, the Unit Head must sign the IRBNet protocol submission as the written evidence of the assurance that this standard is met. (The Dean authorizes unit head research and serves instead when the unit head is absent.) The unit head is advised to discuss the proposed research with the proposer, especially in cases where the content of the research topic is not familiar to the unit head.

**Standard #2: Data Security**

 Federal guidelines and laws (FERPA, HIPPA) are in place to prevent the sharing of personal information between parties without the consent of the individual. While conducting research, investigators may be obtaining personal and confidential information by consent of the research subject. However they are required to provide for the safe keeping of these data to ensure that it is not shared with parties outside the consent given by the subject. Therefore, best practice must be followed when securing data.

Within the units of the Brooks College of Interdisciplinary Studies, the Unit Head must review plan for all research related activities to assure that it meets appropriate standards for data security, including any required encryption or equivalent protection of electronically stored data sets for all research implying greater than minimal risk. All proposed research is expected to adhere to the Brooks College Security of Data Policy (<http://www.gvsu.edu/cois/human-subjects-procedures-brooks-college-129.htm>)

 The Unit Head must sign the IRBNet protocol submission as the written evidence of the assurance that this standard is met. (The Dean authorizes unit head research and serves when the unit head is absent.)

**Standard #3: Accountability for Research Protections**

For all research investigators who either temporarily or permanently terminate their employment or student status with the University, the Unit Head routinely asks about their continuing research activities involving human subjects or facilities that reply upon Grand Valley State University. For all such ongoing research activities, the investigator documents the appropriate assignment of accountability for research protections to one or more University employees. As appropriate, the Unit Head submits a “Change in Protocol” request form to the Human Research Review Committee (HRRC) on IRBNet. (The Dean assumes this responsibility where a unit head temporarily or permanently terminates his or her employment with the University. Moreover, the Dean serves when the unit head is absent.)

In the instance of the termination of an employee, the Unit Head secures this information from the. In the instance of a student’s leaving the University, the Faculty Advisor must provide the information ─ in writing ─ to the Unit Head. (The Dean secures this information where a unit head is the investigator and serves when the unit head is absent.)

**Standard #4: Research Integrity**

At least annually, the Brooks College of Interdisciplinary Studies Dean’s Office must remind all faculty and staff members engaged in human-subjects research of their responsibility to uphold University standards and policies regarding research integrity and to comply with HRRC directives, referring them to the Research Protections Program resources, as well as the faculty resource page: : <http://www.gvsu.edu/cois/human-subjects-procedures-brooks-college-129.htm>

**Standard #5: Compliance with Research Review Procedures**

At least annually, the Brooks College of Interdisciplinary Studies Dean’s Office must remind all faculty and staff members engaged in human-subjects research that the HRRC **must** approve all such research prior to their beginning the work, referring them to the Research Protections Program resources , as well as the faculty resource page: : <http://www.gvsu.edu/cois/human-subjects-procedures-brooks-college-129.htm>

**Standard #6: Approval of Student Led Research**

At least annually, the Brooks College of Interdisciplinary Studies Dean’s Office must remind all faculty and staff members engaged in human-subjects research that both the Research Advisor and the Unit Head must authorize any student-led human-subjects research project. The Dean’s Office must also notify the Research Protections Program Office of the Brooks College’s policy on this authorization, including any changes or updates.

**Standard #7: Minimum Qualifications for Conducting Independent Research and for Supervising Student-Led Research**

To engage in human-subjects research in the Brooks College of Interdisciplinary Studies the faculty member must either possess a terminal degree in the appropriate area or receive the explicit, written approval of the Unit Head.

Unless authorized by explicit, written approval of the Unit Head and the Dean, only tenured and tenure-track faculty members may serve as a Supervisor for a Student-Led human-subjects research project in the Brooks College of Interdisciplinary Studies.

**Standard #8: Unit Head Delegation of Approval Authority**

A unit head’s delegating of research approval authority to another faculty member requires approval or concurrence by the Dean.