

## ISP 650P

# Research Involving Human Subjects

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### PURPOSE

States procedures for ethical educational research when using human subjects.

### SUMMARY

Educational research is defined as data collection and analysis that is assembled with the intent of peer review by groups or individuals outside of Clackamas Community College. Clackamas Community College understands the importance of educational research and the impact research findings have on curriculum and the human condition. Additionally, Clackamas Community College understands more broadly the history of scientific research using human subjects and recognizes the importance of ensuring ethical behavior when conducting educational research using human subjects.

### PROCEDURE

1. Faculty working with outside institutions should take the following steps when planning to provide information to a partner institution as part of a research study:
  - a. Request verification from the partner institution that the research study has been approved through their Institutional Review Board (IRB) or an equivalent office. Verification can be a current IRB project number or a letter from the equivalent office indicating ethical research practices are being followed.
  - b. Contact the Office of Institutional Research to ensure that the requested data can be collected.
2. Faculty planning to conduct their own educational research should collaborate with their division dean and the Office of Institutional Research to ensure that a research plan is developed and determine whether an ad hoc IRB committee is required for project review and oversight.
  - a. The research plan should include information for providing informed consent, data management, and data retention.
  - b. If the division dean determines that an ad hoc IRB committee is required for the planned research, the division dean will collaborate with the faculty member to assemble an ad hoc IRB committee and the division dean will serve as the IRB committee chair.
  - c. The ad hoc IRB committee will include the division dean, a representative from the Office of Institutional Research, and at least one faculty member that is not participating in the planned research. When selecting faculty for the ad hoc IRB committee, faculty with related research experience, subject knowledge, or past ethics training or experience working with an IRB are preferred.
3. Because review of the research plan and assembling an ad hoc IRB committee may take time, work with the division dean and Office of Institutional Research well in advance of the planned start date of the research activities to ensure activities have been approved before research activities begin.

4. More information about the guiding principles of research ethics can be found by visiting the [United States Department of Health and Human Services Office for Human Research Protections](#) website and reviewing their information about [The Belmont Report](#).

## REVIEW HISTORY

ISP Committee	Adopted	May 24, 2024
Presidents' Council	Reviewed	May 14, 2024
College Council	Reviewed	March 1, 2024
ISP Committee	Adopted	April 9, 2021
Presidents' Council	Reviewed	March 16, 2021
College Council	Reviewed	February 5, 2021