**ROLES AND RESPONSIBILITIES**

**RESPONSIBILITIES OF THE DEAN**

* Complete the online training for Protecting Human Research Participants offered through the NIH Office of Extramural Research. Here is the [link](https://phrp.nihtraining.com/users/login.php) as well as the url for the site

 <https://phrp.nihtraining.com/users/login.php>

* Recommend faculty complete the online training.
* Communicate to faculty the requirement to submit all human subjects research assignments to you for submission to the BC Institutional Review Board (IRB). This requirement affects only assignments that are conducted *outside* of the classroom which involve human subjects.
* Collect and review the project submissions.
* Forward the project submissions to the IRB Chair via e-mail to IRBChair@bellevuecollege.edu.
* Remind program chairs/faculty on a quarterly basis of this requirement.

**RESPONSIBILITIES OF THE INSTRUCTOR**

* Ensure the protection of human subjects. Communicate to students the ethics of research involving human subjects.
* Ensure that data are gathered through methods that do not require individual subjects to be identified or linked to their responses.
* Projects that involve identification of human subjects should obtain voluntary informed consent from human subjects, as well as parental consent and participant assent for participants under the age of 18.
* Monitor student research progress, as appropriate.

**RESEARCH PROCEDURE OPTIONS**

[Copy and paste additional sections of the form as needed.]

1. For Observations only, complete *Observation Activities Only* section.
2. For Minimal Risk activities, complete *Research Activities* section. Subjects must be informed of the importance of the knowledge to be gained from their participation.

|  |  |
| --- | --- |
| Date Submitted: | Course Number & Title: |
| Instructor:  | Department:  |
| Phone Ext: | Email: |
| Effective Quarters: | [ ] Fall | [ ] Winter | [ ] Spring | [ ] Summer |
| Please indicate all quarters projects will be conducted during the current academic year. |

***OBSERVATION ACTIVITIES ONLY***

|  |  |
| --- | --- |
| **Category** | **Entry** |
|  |  |
| Purpose (or learning outcome) |  |
| Hypothesis (the idea or concept to be tested) | [If the hypothesis is student determined, indicate so here.] |
| Location(s) of the observation |  |
| Intended use |  |
|  |  |
| Subjects |  |
|  |  |
| Data collection procedures (data collected must be anonymous) |  |

**OR**

***RESEARCH ACTIVITIES (requires Informed Consent)***

|  |  |
| --- | --- |
| **Category** | **Entry** |
| Research Project Name |  |
|  |  |
| Purpose (or learning outcome) |  |
| Hypothesis (the idea or concept to be tested) | [If the hypothesis is student determined, indicate so here.] |
| Intended use |  |
|  |  |
| Subjects |  |
| Location(s) of the project (where data will be collected) |  |
|  |  |
| Procedures to be used for data collection |  |
| Disposition of the data (where data will be stored) |  |
| Who will have access to the data |  |