

Frequently Asked Questions about the Research Review Board

- ⇒ Who's on the Research Review Board?
 - Dr. Shelley Kilpatrick (Chair)
 - Dr. Steve Lesh
 - Dr. Charles Lentz
 - Ms. Monta Montgomery
 - Mr. Mike Wolhoy
 - Ms. Kara Stephens (Student Rep.)

- ⇒ How long does the review process typically take?
 - The initial review process usually takes two weeks.
 - If there are questions or missing elements to the proposal, it could take longer.
 - Additionally, proposals submitted near school breaks or holidays could also be delayed.

- ⇒ Who do I contact if I have special questions about the review or RRB?
 - RRB@sbuniv.edu
 - RRB Chair Dr. Shelley Kilpatrick at (417) 328-1735

- ⇒ How do I need to submit the documents?
 - SBU students and researchers outside SBU should have materials reviewed by a faculty sponsor before submitting to the RRB.
 - Electronically- Send an electronic copy of all RRB forms, consent form, surveys, etc. to rrb@sbuniv.edu
 - AND
 - Paper- Send paper copies of all RRB forms, consent forms, surveys, etc. through the signature chain:
 - If SBU student, start with faculty sponsor
 - If SBU faculty or staff, start with department chair
 - If a researcher outside of SBU, start with SBU faculty sponsor

- ⇒ How do I know if my research is Exempt, Expedited, or Full Review?
 - Exempt
 - Researchers are still required to submit proposal to RRB with exempt research!
 - Types of research which may be exempt from further review:
 - Research conducted in the normal educational setting involving normal educational practices
 - Research using educational tests normally given to students
 - No harm to research participant greater than everyday life
 - Human research participants cannot be identified
 - Observation of public behavior
 - Survey or interview processes not involving identifiable information or dealing with sensitive issues

- Research cannot damage a person criminally, civilly, financially, or in employability; or deal with sensitive aspects of a person's behavior
 - Indicate claimed category of exemption from the faculty guidelines on the proposal form.
 - Once certified exempt, the project does not have to be resubmitted for continuing RRB review as long as the procedures are not modified.
- Expedited
 - Types of research:
 - Most surveys, interviews, focus groups
 - Voice recordings
 - Moderate exercise by healthy research participants
 - Study of pre-existing data, documents, records, or specimens
 - Observation of individual or group behavior where participants are identified
 - Behavior is not manipulated
 - No harm greater than everyday life
 - Participants 18 or older
 - Indicate claimed category from faculty guidelines on the proposal form.
- Full
 - Any research that does not fall into the exempt or expedited category
 - Identifiable personal or private information
 - Sensitive topics
 - Manipulated behavior
 - Protected populations, such as minors or vulnerable adults

⇒ When is approval necessary?

- Research conducted or directed by using SBU property or facilities
- Research conducted or directed by SBU employee in connection with his or her institutional responsibilities
- Research uses university's non-public information to identify or contact present or prospective human research participants
- Research on SBU students, faculty, or staff

⇒ What if I have changes in participant recruitment, study protocol, or data collection after the research has been approved?

- Contact the RRB right away for approval of the changes at rrb@sbuniv.edu
- Do not go ahead with changes until you have RRB approval.

⇒ What about research with children and adolescents?

- Unless the research falls under an Exempt category, parent permission AND child/adolescent assent are required. Child/adolescent assent is an informed consent process in terms that are age appropriate.
- Children/adolescents have the right to have all of their questions answered before beginning participation.
- Children and adolescents have the right to refuse to participate, even if the parent gives permission for the child to engage in research.
- No matter what the topic of the research, researchers are mandated reporters of child abuse and neglect. That is, if you suspect child abuse or neglect, you are to report it to the proper authorities immediately.

⇒ What about Classroom Research projects?

- Some projects assigned to students in graduate and undergraduate classes are designed to teach students skills and provide the opportunity to practice methods such as observation, interview, or survey techniques, data analysis, etc. and may have a research component. Such classroom projects that are **exclusively intended for instructional purposes** and are not intended to contribute to general knowledge or literature in the field need not undergo review by the RRB. However, instructors and students are encouraged to follow federal guidelines and University policy when designing and conducting class projects with human volunteers.
- When such projects are intended to contribute to generalizable knowledge (e.g., through publication or professional presentation), they are subject to the regulations and are required to undergo RRB review and approval, *prior to the initiation of any research activities, including contact or recruitment of participants.*

(This language taken directly from UCLA Office for Protection of Research Subjects, Policy Number 4: Research Conducted by UCLA Students available at: <http://www.oprs.ucla.edu/human/policies-guidance>)