

Human Subjects Research Parent Information Form

Dear parents and guardians:

Your son or daughter is planning on submitting paperwork to the RRPS Science Review Committee (SRC) that involves proposed research on human subjects. This paper is designed to inform you of the procedures and requirements they are facing. Because of many special considerations involved in this type of research, even at the high school level, there are more steps and scrutiny they must undergo before they can be approved to begin their project. Specifically the project needs review and approval by an external Institutional Review Board (IRB) after approval by the SRC and Pre-IRB. These protocols are adaptations of standard practices in institutional research on human subjects and are designed to insure safe, ethical, and confidential participation of the subjects, as well as expose students to the protocol of higher-level research. RRPS's Student Research Expo feeds directly into the regional level of the International Science and Engineering Fair (ISEF) and therefore we follow their requirements for research approval.

Steps for Approval:

1. **BEGIN EARLY!** Below are the deadlines. These are the latest the steps can be met, not the recommended start times. It is in the best interest of the students to be well-ahead of these dates, since there are often delays that arise.
2. The student needs to write a 1-page proposal petition and submit it to Mr. Keeney by **7 February**, 2008, 2:45 pm in SC116 or the SciMatics Academy office. Only one petition per group is needed if the project is a team effort. See the Expo website for specific details and requirements of the paper. Only students who's petitions are approved are permitted to proceed further in the process. Generally 50-75% of all petitions are approved.
3. Parents/guardians and student read and sign this form and submit it to Mr. Keeney by **7 February**, 2008, 2:45 pm in SC116 or the SciMatics Academy office. One form for each student is needed if the project is a team effort.
4. Submit SRC paperwork to Mr. Keeney or the SciMatics office by 2:45 pm on **03 March**, 2008. Besides the normal requirements for SRC submission, human subjects paperwork needs to:
 - a. attach the approved petition from step 2, including all submissions if revisions were required, feedback forms, and comments from the pre-IRB.
 - b. address specific questions and concerns outlined in the Human Subjects Experimental Design Checklist (*see the Expo website for the form*).
 - c. include a properly completed Form 4. Requirements and guidelines are outlined in the Form 4 Checklist (*see the Expo website for the form*).
 - d. if the project involves physical activities or potentially risky activities, a designated supervisor and a form 3 are needed. A designated supervisor is a responsible supervising adult. Coaches, parents, trainers, teachers, or medical personnel are common choices.
 - e. if the project involves any consumption (*to include tasting, ingestion, smelling, or skin contact*), a qualified scientist (*usually a medical professional*) and a form 2 are also required in addition to the designated supervisor.
5. Once the project is approved by the SRC (*Approvals usually take several submissions – don't worry, this is normal. It is just part of the learning process.*) it needs to be sent to the IRB. The IRB consists of licensed psychologists with extensive experience in human subjects research and additional training in ISEF and district regulations. The SRC will take care of sending the packet. This process can take a week or two. Often the IRB will have additional recommendations, and these need to be met before the IRB will approve the project. Feedback will be in the form of attached comments that will be stapled to the front of the returned paperwork.
6. Once the project is approved by the IRB, the paperwork will be returned to the SRC and the approval process is complete. The SRC will register the project for the Expo, and experimentation can begin. Please make sure that no experimentation begins before then.
7. When the original Form 4 is returned with the approved project, it will include a signature from an IRB member, the Chair of the SRC, and a RRPS administrator. This form needs to be copied, and each subject needs to complete one of these copies before experimentation begins. This is the only acceptable way to meet the "Informed Consent" requirement that is standard protocol for human subjects research.

Please sign below that you have read the above information. If you have any further questions, please contact Mr. Keeney.

Good luck with the project, and please remember: Begin Early!

Parent/Guardian's Printed Name:	Signature:	Date:
Student's Printed Name:	Signature:	Date:
Sponsoring Teacher's Printed Name:	Rob Keeney – SRC Chair, RRHS 896-5773 (office and voicemail) rkeeney@rrhs.rrps.k12.nm.us Expo Website Address: http://www.rrps.net/Newrrhs/expo.htm	