Phoenix Seminary Protection of Human Rights in Research
Institutional Review Board (IRB) Policy

Research Guidelines

Faculty, staff, and students plan, design, conduct, and report research in a manner that is consistent with pertinent ethical principles, federal and state laws, Phoenix Seminary regulations, and scientific standards governing research with human research participants. (Adapted from the American Counseling Association Code of Ethics, 2005, G.1.a.)

Human Subject Research Priorities

When research conducted by members of the Phoenix Seminary community involves human subjects, the paramount responsibility of those members is to the subjects they study. When there is a conflict of interest, these subjects always come first. It is essential that the subjects have the right to remain anonymous; the right to understand the nature, purpose, and intended use of the research; the right to understand the possible consequences of the research; and the right, if any, to fair compensation for their services. (Adapted from The Statements on Ethics of the American Anthropological Association.)

IRB

All faculty and student research with human participants must be approved by the IRB. No human research data may be collected before the appropriate approval from the IRB is obtained.

The IRB is to review and approve all research protocols involving human subject research. The primary responsibility of the IRB is to ensure that the rights and welfare of research participants are protected and that all such research is conducted ethically and in compliance with federal and state regulations. IRB approval is always necessary before a research project involving research participants may begin. The IRB has the institutional authority to take any action necessary to protect the rights and welfare of human research participants involved in research. Examples of such actions include observing or monitoring research, suspending or terminating ongoing research, and investigating alleged protocol violations or subject complaints. The IRB shall report to the Provost. (Adapted from the Stanford University Office of the Dean of Research Human Research Protection Program.)

The IRB is a standing committee of four members including: a resident faculty from the counseling program; a resident faculty from the intercultural studies program, a member from administration or designee of the Provost, and one adjunct faculty, community professional, or other faculty. IRB members may not vote on research proposals which they sponsor. Research designs involving human subjects must received unanimous endorsement from the IRB to be approved.

Applications to the IRB must be submitted by the first working day of the month. The committee then has until the first working day after the 15th of the month to render a decision or request additional information from the applicant. The committee does not meet over the spring, summer, or holiday breaks.

Application for Human Research through Phoenix Seminary
Institutional Review Board (IRB)

1. Principle Investigator

Name
Program
Position at Phoenix Seminary
Telephone number
Email address

List all other research project investigators

List Faculty sponsor

Research Project Title:

Submission
- Initial
- Second submission
- Subsequent submission

Estimated dates that the research project will be collecting data and involving human subjects

List any funding source
Is this research project being used as part of a class?
Is there any funding involved? If so list source(s) of funding:

2. Research Objectives

Provide an abstract of the research including the overall purpose, rationale, and appropriateness of the design and methodology. Specifically document the appropriateness of the sample size to be used.

3. Description of Research Design and Procedures

Describe the actual protocol including the training of the researchers in all phases of the research. Attach any surveys, forms, tests, or descriptions of standardized tests used in the research.

4. Originality

Provide detailed written assurance that the research does not involve unnecessary duplication of previous research.

5. Informed Consent

Describe how informed consent will be obtained. Include the exact wording and procedure that will be used to fully inform participants of the nature of the study, any risks that they may be exposed to, and the extent of their involvement before they agree to participate. Attach copies of any written forms participants will be required to sign.

6. Use of Deception

If deception will be used, or if information will be withheld from participants, describe the nature of the deception or withholding and the rational for this.

7. Participant Care

Describe the procedures that will be used to debrief the participants and address any questions or concerns they might have after the data has been collected.

8. Sponsoring Faculty

Name:
Position at Phoenix Seminary:

I attest that I have reviewed and approve of this research project and application. This research project will be performed in full compliance with the applicable ethic codes and standards of my discipline and with relevant state and federal laws.

_____
Signature & Date

Application number:

Date Received:

Approved Date:

Rejected Date:

Request for Modification and Resubmission:

_____
IRB Chairperson Signature & Date

Please submit a copy of the survey you intend to use along with the **informed consent** to be included in the survey. All participants in human research should understand what they are agreeing to at the start of the research.

"Informed Consent is a voluntary agreement to participate in research. It is not merely a form that is signed but is a process, in which the subject has an understanding of the research and its risks. Informed consent is essential before enrolling a participant and ongoing once enrolled." *Office for the Protection of Research Subjects (OPRS), University of Southern California*

Consent forms should cover these items:

- Procedures involved in the research
- Alternatives to participation
- All foreseeable risks and discomforts to the subject. Note: that these include not only physical injury but also possible psychological, social, or economic harm, discomfort, or inconvenience.
- Benefits of the research to society and possibly to the individual human subject
- Length of time the subject is expected to participate
- Person to contact for answers to questions or in the event of a research-related injury or emergency
- Statement indicating that participation is voluntary and that refusal to participate will not result in any consequences or any loss of benefits that the subject is otherwise entitled to receive
- Statement regarding the subjects' right to confidentiality and right to withdraw from the study at any time without any consequences
- Who to contact (first you and then secondly your dissertation chair) with questions or concerns
- A statement that the research has been reviewed and approved by the Phoenix Seminary Institutional Review Board for human subjects research

All these items can be covered in a simple one paragraph description. For example:

Thank you for agreeing to participate in a study of spiritual practices and wellbeing in higher education. Graduate students at several schools and universities are being surveyed and your cooperation is an important part of the success of this study. Although you have the option to withdraw from this survey at any time, it is important that you complete all of the questions in the survey as accurately as possible should you decide to complete the survey. Your responses to the following questions will provide valuable information about the relationship between spiritual practices and wellbeing while in college. Neither your name nor the school name will be included in the survey in order to ensure that your responses are

anonymous. QuestionPro.com will match responses without knowing the identity of the users and will forward the data to the research examiners. Completing this survey should take about 10-15 minutes. There are no known or foreseeable risks or discomforts associated with the content of this survey. Please direct questions to the principle investigator, Dr. Justin Smith, at jsmith@phoenixseminary.edu or to Dr. Robert Rajagukguk, at roberto2dlsu@gmail.com. This study has been reviewed and approved by the Phoenix Seminary Institutional Review Board and has been designed to comply with the research policies of the American Psychological Association.

Please feel free to contact me if you have further questions. I have included a link to further explanation of the nature and role of informed consent in research if you need further information. http://oprs.usc.edu/files/2013/04/Informed-Consent-Booklet-4.4.13.pdf

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