

**Hamline University Graduate School of Education**

**Human Subjects Research**

January 2003

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**PLEASE READ THIS MEMO AND THE ATTACHED DOCUMENT CAREFULLY.**

1. The Human Subject Research protocol went into effect on January 1, 2003, for masters and doctoral students at Hamline University. MA and EdD students must receive approval from the Human Subjects Research Subcommittee to conduct capstone or dissertation research.
2. The main purpose of the human subject process is to protect both Hamline graduate students and those who participate in their studies. Thus, you may not use data that was collected or developed before you receive approval.
3. Information about the Approval Process
  - Once the capstone or dissertation committee approves the proposal, you prepare the human subject research request with help from your MA advisor or EdD chair. This sequence is followed because methods may change as a result of the proposal meeting.
  - You send 3 copies of the research request (either exempt or non-exempt form) to the appropriate program director:

MAEd and Education Doctorate:	Carol Mayer
Master of Arts in Teaching:	Kathy Paden
MA-English as a Second Language:	Ann Mabbott
MA-Natural Science, Environmental Education:	Tracy Fredin

The mailing address is the director's name, plus Hamline University Graduate School of Education, 1535 Hewitt Avenue, St. Paul, MN 55104. Be sure to include the appropriate mail stop in the address so that it is delivered as fast as possible:

Carol Mayer	MS A1720
Kathy Paden	MS A1720
Ann Mabbott	MS A1790
Tracy Fredin	MS A1760

- The subcommittees review human subject research requests on the 10<sup>th</sup> of every month or the closest workday to the 10<sup>th</sup>. Requests must be received at least one day before the subcommittee meets or they will not be reviewed until the next month. The subcommittees respond to each request within 5 working days.
- All responses (e.g., approval or request for revisions) from the subcommittee will be sent by email if you have an active email address or by U. S. mail if you do not.
- When your research request is approved, you may proceed with your study. If your request is not approved, revise it according to subcommittee information and resubmit the request, which will be reviewed the next month. You may not begin data collection until your request is approved. Since revising your human subject research request will delay data collection, the best advice is to provide complete and accurate information the first time.

(continued)

- Questions about the process should first go to your advisor/chair, then to the appropriate

subcommittee chair, listed below:

MAEd/EdD: [cmayer@gw.hamline.edu](mailto:cmayer@gw.hamline.edu); 651-523-2006; fax-651-523-2489  
MAT: [kpaden@gw.hamline.edu](mailto:kpaden@gw.hamline.edu); 651-523-2568; fax-651-523-2489  
MA-ESL: [amabbott@gw.hamline.edu](mailto:amabbott@gw.hamline.edu); 651-523-2446; fax-651-523-3083  
MA-NS EE: [tfredin@gw.hamline.edu](mailto:tfredin@gw.hamline.edu); 651-523-3105; fax-651-523-3041

4. These are the most common reasons for not approving a request:

a. Missing signature	Be sure your advisor or chair signs the request.
b. Incomplete information on your project	Include information for each section of the exempt or non-exempt short with text. Whenever appropriate, insert text from your capstone or dissertation proposal rather than write it “from scratch.”
c. Incomplete consent letter	Include all items on the consent letter checklist for all consent letters you develop.
d. Missing organization approval to conduct research	Include the signed and dated approval sheet(s) from all organizations (schools, districts, etc.) where you will conduct research.

**January 2003**

## **Introduction**

Federal law requires that any research involving human subjects and receiving federal funding, or located at an institution receiving federal funding, must be reviewed and approved by an institutional review board (IRB) before research can proceed. Hamline University has a draft policy that explains how a university-wide IRB would be implemented for non-exempt research proposals.

The Hamline University Graduate School of Education requires approval by a degree-granting unit committee for any capstone or dissertation research involving human subjects. To that end, this document outlines the human subjects research review process.

Training by the Human Subjects Review Committee on the review procedures is required for all faculty working with degree-seeking students.

## **Human Subjects Review Committee**

A central review committee shall be known as the Human Subjects Review Committee (HSRC). It shall be composed of at least one representative from each degree-granting unit in the Graduate School of Education (MAEd/EDD, MA-ESL, MA-Natural Science and Environmental Education, MAT), one of whom shall be a Program Director. Unit representatives to the HSRC are appointed by each degree-granting unit. Members of the HSRC shall serve one-year rotating terms. The chair of the HSRC shall be appointed by the Dean of the Graduate School of Education upon recommendation by the HSRC.

The HSRC shall:

- meet once a year to set and review policies,
- ensure all GSE faculty members understand human subject research policy and procedures, and
- review research proposals at the request of a degree-granting unit subcommittee.

## **Degree-Granting Unit Subcommittees**

Each degree-granting unit (i.e., MAEd/EDD, MA in ESL, and MAT) subcommittee will implement HSRC policy and procedures by means of a three-person subcommittee. These subcommittees will approve capstone and dissertation proposals. The subcommittee may ask the HSRC to rule on certain proposal applications, as necessary. Each subcommittee will consist of the unit representative to the HSRC and two faculty members from the unit. This subcommittee shall meet once a month or as needed. The subcommittee shall respond to student proposals within 5 working days after each meeting. The subcommittee shall distribute information to students about the meeting schedule.

## **Exempt and Non-Exempt Research**

There are two types of human subjects research, (a) that which is exempt from full review (i.e. short form) by the unit subcommittee, and (b) that which is not exempt, or subject to full review (i.e., long form) by the degree-granting unit subcommittee. Regardless of type of human subject research (i.e., exempt or non-exempt), the degree-granting unit subcommittee reviews and

approves all human subject research proposals.

### Exempt Categories

According to federal law (45 CFR46.101), some classes of research involving human subjects are exempt from a full review (i.e., long form) by the degree-granting unit subcommittee. These exempt categories are described as A-E below.

#### A. Instructional Strategies in Educational Settings\*

Research conducted in established or commonly accepted educational settings involving normal educational practices such as:

- i) research on regular and special educational strategies, or
- ii) research on the effectiveness of, or the comparison among, instructional techniques, curricula, or classroom management methods.

\*[Note: Research involving minors is included in this exempt category.]

#### B. Standardized Educational Tests; Surveys; Interviews; Observation of Public Behavior

Research that involves the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior is exempt **UNLESS**:

- i) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects, and
- ii) any disclosure of the human subjects= responses outside the research could responsibly place the subjects at risk of criminal or civil liability or be damaging to the subjects= financial standing employability, or reputation.

[Surveys on sensitive or personal topics which may cause stress to participants are non-exempt and require the unit subcommittees full review.]

NOTE: If the subjects are minors, research involving interview or survey procedures and research involving observations of public behavior in which the researcher(s) participate in the activities being observed are non-exempt. However, research involving the use of educational tests and research involving observations of public behavior in which the researcher(S)s do not participate in the activities being observed are exempt. [34 CFR 97.401(b)]

#### C. Public Officials; Surveys/Interviews; Educational Tests; Observation of Public Behavior

Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior that is not exempt under part B. above that is not exempt if

- i) the human subjects are elected officials or candidates for public office, or
- ii) federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

#### D. Existing Data; Records Review; Pathological Specimens

Research involving the collection or study of existing data, documents, records, pathological specimens, if the sources are publicly available or if the information is

recorded in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

Records considered private based on federal or state statute, including medical records and education records, require written release by the study subject or by the *custodian of the record*. Researchers are cautioned that review of private records involving access to and/or recording of identifiable information is not exempt from committee review and requires written consent of the study subject. Existing public records do not require prior consent of subjects to review the record.

Pathological or diagnostic specimens which are considered waste and are destined to be destroyed can be used in research and are considered exempt from committee review if there are no patient identifiers linked to the specimen and if the data are not intended to be used in the diagnosis or treatment of a patient. (If either of these conditions applies, consent of the research subject is required and a higher level of committee review is required.) Specimens retrieved as *extra* during a clinical procedure require review at a higher level and require written consent from the subject.

Inclusion of fetal tissue in the pathological specimen category of exempt research is prohibited from regulation.

#### E. Public Service Programs; Demonstration Projects

Research and demonstration projects which are conducted by, or subject to, the approval of department or agency heads, and which are designed to study, evaluate or otherwise examine:

- i) public benefit or service programs
- ii) procedures for obtaining benefits or services under those programs
- iii) possible changes in, or alternatives to, those programs or procedures, or
- iv) possible changes in the methods or levels of payment for benefits or services under those programs.

#### Non-Exempt Categories

Most research involving minors (subjects or participants under the age of 18) is non-exempt and must undergo a full review by the unit subcommittee. Non-exempt research involves:

- i) minors or students, unless it is limited to the observation of public behavior when investigators do not participate in the activities being observed,
- ii) prisoners, fetuses, pregnant women, or in vitro fertilization,
- iii) mentally disabled persons, or
- iv) subject deception of any kind.

### **Review Procedures for Capstone and Dissertation Research Proposals**

#### Timing Research Proposals Reviews

All capstone or dissertation research proposals that include the participation of human subjects must be reviewed and approved by the unit subcommittee after the capstone or dissertation proposal meeting but before research begins. Approval is sought after a proposal meeting so that

students have an opportunity to make changes in the method(s) and assurances of confidentiality and protection for participants before submitting their human subjects research application.

Students are to follow GSE time lines for proposal review.

#### Exempt Category Approval Requirements

If the capstone or dissertation fits the exempt category, only the Exempt (Short) Form needs to be completed in triplicate and turned into the unit subcommittee for review. If the subcommittee accepts the proposal, the subcommittee chair will sign the three approval forms and forward them to the student, to the capstone or dissertation advisor, and to the unit Program Office.

If the proposal is unacceptable or requires more information, the unit subcommittee chair will indicate that to the student within five (5) working days of their meeting. The student will revise and resubmit three (3) copies of the short forms to the unit subcommittee for its next meeting.

#### Non-Exempt Approval Requirements

If the proposal is non-exempt, the student must complete the Non-Exempt (Long) Form in triplicate and submit it to the chair of the unit subcommittee. In evaluating proposals, the unit subcommittee shall use the following criteria: minimal risks, acceptable risks, and unacceptable risks. If the unit subcommittee finds that the proposal involves only minimal or acceptable risks and adequate procedures are in place to ensure informed consent, all subcommittee members will sign the three approval forms, and forward them to the student, to the capstone or dissertation advisor, and to the unit Program Office.

If the proposal carries unacceptable risks or requires more information, the unit subcommittee chair will indicate that to the student within five (5) working days of the subcommittee meeting. The student will revise and resubmit three (3) copies of the short forms to the unit subcommittee for its next meeting.

#### Additional Committee Considerations

In addition to assessing risks, the subcommittee will evaluate all proposals to ensure that there are adequate procedures for informed consent and to preserve the confidentiality of the subjects studied.

If there are subsequent changes in the research design, the student must resubmit the appropriate form(s) in triplicate to the unit subcommittee.

### **Hamline University Graduate School of Education Human Subjects Research: Non-Exempt (Long) Form**

#### **Directions:**

1. Before any student research project involving living human subjects can proceed, it must be reviewed by the Hamline University degree-granting unit subcommittee (MAT, MA in ESL, MAED/EDD). Please complete this form and submit three copies to the subcommittee according to published deadlines.

2. Respond to all sections of this form, even if “Not Applicable.”
3. Type or word-process all entries. Attach extra pages as needed.
4. **Important:** Attach all consent forms, tests, institutional permission slips, etc. relative to this study. Informed consent forms from participating institutions, educational agencies, and parents and guardians must be attached.

**Part I: Data about Research Project**

Date Submitted	
Your Name	
Complete Mailing Address	
Telephone Numbers	Home: _____ Work: _____
Email Address	
Capstone/Dissertation Title	
Administrative Advisor or Chair	Printed Name: _____ Signature: _____

**Part II: Rationale for Non-Exempt Status**

Circle the item that indicates why your research fits the nonexempt status.

1. Does your research involve **minors or students**, except where it **only** involves the observation of public behavior when investigator(s) do(es) not participate in the activities being observed? **Yes No**
2. Does your research involve **prisoners, fetuses, pregnant women or in vitro fertilization**? **Yes No**
3. Does your research involve **mentally disabled persons**? **Yes No**
4. Does your research involve **subject deception of any kind**? **Yes No**

**Hamline University Graduate School of Education  
Human Subjects Research: Non-Exempt (Long) Form**

**Part III: Dimensions of the Research Study**

The focus of this section is providing evidence that, as a researcher, you have considered the risks to participants and will protect them from unacceptable risks.

1. Describe the site of your study.

2. Write a brief but detailed summary of the research you intend to do (topic, questions, purposes, methods, time line). Attach an extra page if needed.

3. Describe the nature of the involvement of human subjects in the project (personal interview, mailed questionnaire, observation, etc.). Describe any potential risks to participants and how you will protect them from unacceptable risks. Attach a copy of any instrument(s) to be used with participants.

**Hamline University Graduate School of Education  
Human Subjects Research: Non-Exempt (Long) Form**

4. Describe the characteristics of the participants.

Total Number of Participants	
Gender and Number	Female:                      Male:



b. What specific precautions will be taken to protect the confidentiality of the data (audio/video/paper), both in your possession and in reporting or publication? (i.e., coding, removal of identifying information, etc.).

c. Describe procedures where confidentiality may be broken by law (e.g., child abuse, suicidal intent).

7. Informed Consent (**attach** copies of all consent forms to this document.)

a. If consent is not necessary (e.g., for an anonymous survey), describe how you will inform all subjects of the elements of consent on the survey.

**Hamline University Graduate School of Education  
Human Subjects Research: Non-Exempt (Long) Form**

b. Where informed, voluntary, written consent is required, describe the manner in which consent was obtained for each appropriate category:

1. Adult Subjects (18 years and older - written consent required):
2. Child Subjects (under 18 years old - parent/guardian consent required):
3. Institutionalized Participants (parent/guardian/conservator):

8. Describe any possible physical, psychological, social, legal, economic or other risks to participants (attach another page if needed).

a. If there are any potential risks, describe precautions taken to minimize risk to subjects.

b. Describe procedures implemented for correcting harm caused by participating in the study (e.g., follow-up calls, referral to appropriate agencies):

9. Potential Benefit(s) of the Study

a. Assess the potential benefit(s) of the study for the participants.

b. Assess the potential benefit(s) of the study to society at large.

**Hamline University Graduate School of Education  
Human Subjects Research: Non-Exempt (Long) Form**

c. Assess the potential benefit(s) to the professional audience of this study.



**Part I: Data about Research Project**

Date Submitted	
Your Name	
Complete Mailing Address	
Telephone Numbers	Home: _____ Work: _____
Email Address	
Capstone/Dissertation Title	
Administrative Advisor or Chair	Printed Name:  Signature:

**Part II: Determining Exempt or Non-Exempt Status**

1. Does your research involve **minors or students**, except where it **only** involves the observation of public behavior when investigator(s) do(es) not participate in the activities being observed? **Yes No**
2. Does your research involve **prisoners, fetuses, pregnant women or in vitro fertilization**? **Yes No**
3. Does your research involve **mentally disabled persons**? **Yes No**
4. Does your research involve **subject deception of any kind**? **Yes No**

**If you answered "no"** to **all** of the above four questions, then your research **is exempt** from a full review. Fill out the rest of this form. Send three copies of the completed form to the degree-granting subcommittee for approval before you proceed with your research.

**If you answer "yes"** to **any** of the above questions, your research does **NOT qualify for exempt status**, and you must complete a "Human Subjects Research: Non-Exempt (Long) Form" and have it approved by the degree-granting unit subcommittee before proceeding with your research.

**Hamline University Graduate School of Education  
Human Subjects Research: Exempt (Short) Form**

**Part III: Dimensions of the Research Study**

1. Describe the site of your study and the participants.





is on informed consent. Check with the principal, administrator, supervisor, or personnel or research and evaluation departments. In some schools or districts, there is often a general consent procedure at the beginning of the school year. Bear in mind that this may not include permission to participate in research. You must comply with the consent procedure of the organization as well as the Hamline guidelines. Attach a copy of each consent letter you develop to the human subject research request. This includes, but is not limited to, letters in languages other than English.

2. These items must be included in your letter unless you are not collecting work or artifacts from participants (item g.). You must also include in the consent letter(s) the specific requirements of each research site such as school, district, or organization.

a. A statement of your **status as a graduate student** completing a graduate degree at Hamline University and that the research is public scholarship and will ultimately be printed and shelved in Hamline 's Bush Library and may be published or used in other ways;

b. A statement that the **research is public scholarship** and will ultimately be printed and shelved in Hamline 's Bush Library and may be published or used in other scholarly ways;

c. A **general description of the research topic, purpose, and a rationale** for it (limited to two or three sentences) and a statement explaining that research and writing are dynamic activities that may shift in focus as they occur;

d. A **description of how the person or persons will participate**, i.e., when, where, how long, type of data collection (survey, interview, etc.), any repeated sessions, any researcher other than you. In other words, what will the participant(s) be asked to do?

e. An **assurance of confidentiality for and anonymity of participants** through one or more of the following: using pseudonyms for people and organizations or sites, aggregating data, and covering or deleting all identifiers in artifacts.

## **Hamline University Graduate School of Education Human Subject Research Information**

### **Requirements for Consent Letters to Participate in Research**

f. An **assurance of voluntary participation** so that any participant may withdraw from the project at any time without negative consequences.

g. **Consent for using participant work**. If you are collecting samples of work or artifacts for your capstone or dissertation, state this clearly in the letter.

h. **Sufficient explanation of risks/discomforts/costs** (for example, seeing work with errors in print) **and benefits** (such as receiving a summary of the research results).

i. If you are working with participants who **do not speak English well or are intellectually**

**disabled**, the consent forms must be written in language that the participants or the participants' parents or guardians can understand. This includes translations to languages other than English, which must be attached to your human subject research request.

j. At the end of your letter include a **consent statement from the organization(s) where research will be conducted**.

k. At the end of your letters, include **sufficient contact information** so that the participant(s) or parents/guardians can reach you with questions or concerns about the research. At a minimum include your name, work phone number, work address (unless you are using the organization's letterhead), and email address.

l. On a separate page of the consent letter that is returned to you, include a brief summary of your research and a space for the **adult participant or parent/guardian signature**. That way the signer may keep the letter itself for future reference.

In the case of junior and senior high school students, you might wish to acknowledge their growing sense of responsibility by inviting their cooperation in addition to parent/guardian consent. For example, you could provide a place for their signature as well as their parent's or guardian's. Or you might initially acknowledge their collaboration by making their participation optional, so that those who wish to participate can take home a consent form.

**Hamline University Graduate School of Education  
Human Subject Research Information**

**Checklist for Required Items in Consent Letters to Participate in Research**

These items must be included in your letter, together with the specific statements that each research site (i.e., school, district, organization) requires:

<b>Yes or No</b>	<b>Item</b>
	a. A statement of your status as a graduate student completing a graduate degree at Hamline University
	b. A statement that the research is public scholarship and will ultimately be printed and shelved in Hamline's Bush Library and may be published or used in other

	scholarly ways
	c. A general description of the research topic, a rationale for it (2-3 sentences maximum), and, if applicable, a statement explaining that research and writing are dynamic activities that may shift in focus as they occur
	d. A description of how the person or persons will participate
	e. An assurance of confidentiality for and anonymity of participants
	f. An assurance of voluntary participation
	g. A statement requesting consent for using participant work, if applicable
	h. Sufficient explanation of risks/discomforts/costs and benefits
	i. Consent forms written in language that the participants or the participants' parents or guardians can understand, including translations to languages other than English
	j. The consent statement from each organization where research will be conducted
	k. Sufficient contact information so that the participant(s) or parents/guardians can reach you with questions or concerns about the research
	l. A separate sign-off page of the consent letter that includes a brief summary of your research and lines for the adult participants' or parents'/guardians' signatures

**Hamline University Graduate School of Education  
Human Subject Research Information**

**SAMPLE CONSENT LETTER To Parents/Guardians Requesting Permission for  
Minors to Take Part in Research**

**NOTE:** Do not include the bold lower-case letters a-l in your version. They are inserted here to highlight each applicable item from the consent-letter checklist.

May 15, 2003

Dear Parent or Guardian:

**a)** I am completing a master's degree in education at Hamline University. As part of my graduate work, I plan to conduct research from October 1-December 1, 2003. The purpose of my letter is to ask your permission for your child to take part in my research. **b)** The final product will be a printed, bound capstone (thesis) that will be shelved in Hamline's Bush Library. I may also publish or use my findings

in scholarly ways in the future.

**c-d)** My research will be based on seventh graders' journal entries during a combined art-social studies unit. All students in my class will write two journal entries each week for 8 weeks. I want to find out about two things: (1) what learning is most important and interesting to them and (2) how they connect art and social studies concepts. **h)** The main benefit of analyzing the journals is that I will have a better understanding of how to integrate art and social studies.

**d)** Journal entries are a normal part of writing and learning in seventh grade, and I will give written feedback as I normally do on all students' journals. **g)** However, I will do a detailed analysis of the journals of children who take part in my study, and I will report the results in my capstone.

**e-h-f)** If your child participates in my research, her or his identity will be protected. No real names or identifying characteristics will be used. I will type any journal excerpts so that handwriting cannot be identified. Participants' grades will not be affected by my analysis of their journals. All results will be confidential and anonymous. This eliminates risks for your child and other participants. Also, you or your child may decide not to participate at any time without any negative consequences.

**j)** I have already received permission to do this research from my principal, Ms. Gomez, and from the director of research and evaluation, Dr. Blakely as well as the Hamline University Graduate School of Education.

Please return the permission form on the second page by May 24. If you have any questions, please telephone me at school between 8:15-4:15. Thank you for your cooperation.

Sincerely,

**k)** Ms. Juanita Benson  
Admiral Middle School  
1234 Admiral Road  
Work Phone: 123-444-4848, ext. 848

**l)**

May 2003

Dear Ms. Benson,

I have received and read your letter about conducting research on seventh graders' journals. I understand that your goal is to better understand how to integrate art and social studies in seventh grade.

I give permission for my child, \_\_\_\_\_,  
to participate in the research project that is part of your graduate degree program. I understand that all results will be confidential and anonymous and that my child may stop taking part at any

time without negative consequences.

Signed,

---

(Parent/Guardian)

Date: \_\_\_\_\_

**Hamline University Graduate School of Education  
Human Subject Research Information**

**SAMPLE CONSENT LETTER To Parents/Guardians Requesting Permission for Minors  
to Take Part in Research**

Today's Date

Inside Address, if any

Dear Parent/Guardian:

As you know, I am your child's 4<sup>th</sup> grade teacher. I am also a graduate student working on an advanced degree in education at Hamline University. An important part of my degree is a research project. The purpose of this letter is to get your permission for your child to participate in my project.

The purpose of my project is to study children's levels of achievement in math following the use of a differentiated (individualized) curriculum. My main goal is to improve my students' achievement and performance on standardized math tests. However, because research and writing are dynamic processes, I may add other short-term goals as my project unfolds.

Your child's participation would consist of ordinary math activities. These include the completion of math skills tests during October 2003. No additional homework or activities outside our class or the regular school schedule will be required for participation

I may include samples of student papers in my final paper. If your child's work is selected, his or her identity will be kept confidential. I will report study results either as group statistics or in tables. No real names will be used. Your child is free to withdraw from this project at any time without any negative consequences.

I have received approval for my study from the Graduate School of Education at Hamline University and from the York City school district. My study will be described in my final paper, called a capstone. It will be catalogued and shelved at Bush Library, Hamline University. My results might also be included in an article for publication in a professional journal or in a report at a professional conference. In all cases, your child's identity will be kept confidential.

Please return the attached form to indicate your permission for your child to participate in this study. If you have any questions, please call me at school (--- --- ----) between 8:30 am and 4:30 pm. Thank you for your cooperation.

Sincerely,  
Your Name  
School Name

Dear (Your Name):

The purpose of this letter is to confirm that I have received and read your recent request and that I give permission for my child \_\_\_\_\_ to participate in the research project you are conducting as part of your graduate degree.

I understand that the purpose of this research is to study children's levels of achievement in math following the use of a differentiated (individualized) curriculum. The main goal of this project is to improve achievement and standardized test performance in math among fourth graders.

Signed,

---

Parent or Guardian

Date: \_\_\_\_\_