

Quick tips for Faculty Teaching courses involving human participant research at GSC.

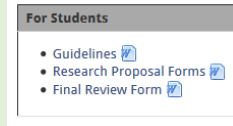
Here are some quick tips to guide you when teaching courses involving human participant research at GSC:

Assignment/Item:	Information of value:	Timeline:
<p><b>Topic Proposal &amp; Literature Reviews</b></p>	<p>The majority of Capstone course students have a research topic in mind, and even method, for their final project. Some more than others. Be sure to use the course time early on to help students decide their topics, methods, and whether or not they are involving any human participants in their research/project. It is recommended students have their topic and method decided by the end of week 3 of the term. This means they should have reviewed prior research/literature and have a literature review compiled.</p> <p>If they are pursuing research that involves human participants, they MUST complete and submit a Research Proposal Form through the GSC Institutional Review Board, AND receive approval to conduct research through the GSC Institutional Review Board. Please see the GSC IRB webpage for further details:  <a href="http://my.granite.edu/human-participants-and-institutional-review-board-irb">http://my.granite.edu/human-participants-and-institutional-review-board-irb</a></p> <ul style="list-style-type: none"> <li>✓ Please remember that the capstone course (or other course) is typically a twelve week course, eight weeks in summer, therefore we recommend students consider the feasibility of their research in the given term, and the number of participants included for a survey/interview, in order for them to have time for analysis of data and summary of data.</li> <li>✓ Proposals with vulnerable populations or questions about illegal activities take much longer for the IRB to review and approve.</li> </ul>	<p>Weeks 1, 2 &amp; 3</p>
<p><b>National Institute of Health (NIH) Certification</b></p>	<p>The National Institute of Health Office of extramural research requires any researcher involving human participants in their studies hold a valid Protecting Human Research Participants (PHRP) Certificate. This free certification includes a training highlighting vulnerable populations, and ethical considerations in research commencing with a quiz. Approximately 2-3 hours is needed for students to review and complete the training needed for certification online. Students need to register and access the NIH PHRP through the following portal: <a href="https://phrp.nihtraining.com/users/login.php">https://phrp.nihtraining.com/users/login.php</a></p> <p>Upon successfully passing the quiz, students receive a copy of their NIH Certificate needed to pursue (and be included with) their IRB proposal.</p> <p>♣It is recommend faculty have all students in their capstone complete this training and certification whether the student intends to pursue a study involving human participants or not. It is invaluable knowledge and their certification is valid for three years—so even if they don't need it now—they may need it if they pursue graduate education.</p> <p>*GSC Faculty teaching courses with human participant research should complete the NIH PHRP training and have a current Certificate. Faculty NIH Certificates should be emailed to <a href="mailto:gsc.irb@granite.edu">gsc.irb@granite.edu</a> at the start of the term. Please remember that NIH Certificates are only valid for three years from the date the certificate is issued, therefore, if a faculty or student hold a certificate that has expired, they will need to complete the NIH training again prior to IRB proposal submission.</p>	<p>Weeks 1, 2 &amp; 3</p>

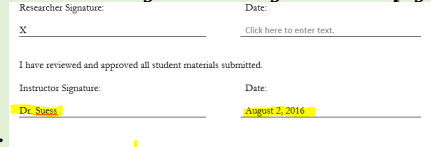
**IRB Proposal (any course involving human participant research)**

The Institutional review Board at GSC reviews all research proposals involving human participants. Any student conducting research involving human participants, even if it is simply a small questionnaire, must complete and submit an IRB proposals along with a copy of their NIH Certification to [GSC.IRB@Granite.edu](mailto:GSC.IRB@Granite.edu)

- I. Before students submit their proposals, they MUST read the Guidelines for students, complete the Research Proposal form, and have their instructor review and sign off on their proposal form.

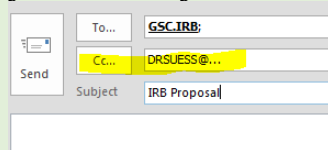


- a. This can be done in an online or hybrid course by having the student send you a copy of their form completed with their NIH attached within, or attached to the email. Once you review, you can simply



type your name and date within the form on your computer: then save it with your initials added to the file name: `Student_IRB_Proposal_DSUESS.doc`

Then send it to the student indicating you signed it and that they may send it to the IRB at GSC CC'ing you: [GSC.IRB@granite.edu](mailto:GSC.IRB@granite.edu)



♣Alike the NIH Cert. above, having all students in a capstone (or research course) where human participant research is being conducted, regardless of whether they are conducting human population research or not complete an IRB proposal is invaluable for the skills that may be applied into the future. That being said, it is a good practice that all students complete the IRB Research proposal, but only the students actually conducting human population research submit their form to the IRB.

**Weeks 3, 4 (Students must provide the IRB at least 2-3 weeks for review and decision of their proposal).**

**Final Assignments (Capstones)**

All integrative Capstones require a final assignment. The nature of this assignment is appropriate to the specifics of the discipline but should contain a summative writing component. All students should include at least eight to ten scholarly and/or peer reviewed articles pertaining to their topic, with other sources of information to support or polish their thesis.

- I. For HLTC 640/650, BEHS 640/650, and SOSC 640/650 all papers should be in APA 6<sup>th</sup> edition formatting. There are APA/MLA resources available in the Library at GSC: <http://libguides.granite.edu/content.php?pid=678261&sid=5642369>

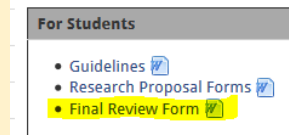
Final Week of Term

**Final IRB report form (any course with human participant research)**

This report form is required of any student whom conducted IRB approved research. The final report form must contain a brief summary of findings, must be reviewed and signed by the instructor (same process as the IRB proposal above), and must be submitted to [gsc.irb@granite.edu](mailto:gsc.irb@granite.edu) prior to the end of the term. It is kept on file for audit purposes and as a record of

Final Week of Term

*how the research was conducted. If IRB approval is obtained but the study is not conducted or completed, this form must still be submitted so there is a record.*



***Incompletes in Capstones***

*Incompletes are solely for students whom have one or two major assignments outstanding, please see this link for more information on the Incomplete process:*

*[http://my.granite.edu/sites/my.granite.edu/files/media/PDFs/incomplete\\_grade\\_procedures.pdf](http://my.granite.edu/sites/my.granite.edu/files/media/PDFs/incomplete_grade_procedures.pdf)*

*Students in Capstones whom receive an Incomplete cannot graduate. All Incompletes must be resolved prior to graduation. Please see the Incomplete guidelines linked above for further details regarding Incompletes.*