# 000.250 PROTECTION OF HUMAN SUBJECTS POLICY

## A. INTRODUCTION

To meet its legal and ethical obligations to ensure that the rights of human subjects in research are appropriately protected, it is the policy of Wenatchee Valley College to maintain an Institutional Review Board (IRB). The composition and procedures of the IRB will be in compliance with applicable regulations for the protection of human subjects, including [Title 45 of the Code of Federal Regulations, Part 46](https://www.law.cornell.edu/cfr/text/45/part-46) and [RCW 42.48.020](https://apps.leg.wa.gov/rcw/default.aspx?cite=42.48.020).

## B. BASIC PRINCIPLES

The basic principles adhered to by the college are drawn from the [Belmont Report](https://www.hhs.gov/ohrp/regulations-and-policy/belmont-report/), written by the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research in 1979.

### 1. Respect of Persons: The investigator has an obligation to each participant to treat them as a person fully capable of making an informed decision regarding his or her participation in the research. Each participant must be given a full disclosure of the nature of the study, including any risks or benefits. To ensure the autonomy of the subject, the college requires a signed informed consent form from each participant in the study unless the study meets the exception criteria outlined in the section on exemptions.

### 2. Beneficence: The investigator has an obligation to each participant to attempt to maximize benefits for each participant and/or society, while minimizing the risk of harm to each participant.

### 3. Justice (i.e. avoiding unfair coercion): The investigator is also obligated to provide for equitable distribution of benefits and burdens among the selected population.

## C. REQUIRED REVIEW OF PROPOSED RESEARCH

It is the policy of Wenatchee Valley College (WVC) that all research involving human subjects, including (1) research planned or conducted by students or employees of the college, or (2) research planned or conducted by entities outside the college that will recruit WVC students or employees as participants, or (3) any research involving human subjects that will use college facilities, must undergo review and receive approval by the IRB before research activities are initiated. An IRB review may be requested through the steps outlined in WVC Protection of Human Subjects Procedure 1000.250.

“Research” is defined to mean “a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.” Activities that meet this definition constitute research for purposed of this policy, whether or not they are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities.” ([45 CFR § 46.102](https://www.hhs.gov/ohrp/regulations-and-policy/regulations/45-cfr-46/)). All proposed research activity will be submitted to the IRB for approval, even when it appears that the activity is exempt from human subjects review requirements; the IRB has the sole authority to determine whether a project is exempt from review or may undergo an expedited review procedure as defined in [45 CFR § 46.110](https://ohsr.od.nih.gov/guidelines/45cfr46.html#46.110).

Experiments or clinical activities conducted in a class setting for the purposes of instruction and student learning are not considered research under this definition; these activities are addressed by WVC Use of Human Subjects in Instructional Activities Policy 300.330.

Requests for research studies to be conducted by entities outside the college without the direct collaboration of WVC faculty (e.g. graduate student research, non-profit organizations, or surveys) will have the purpose of the research reviewed and endorsed by the president’s cabinet before being forwarded to the IRB.

## D. SURVEYS

It is the policy of Wenatchee Valley College (WVC) to require a review process for surveys that:

### 1. Will be administered on a campus or at a college-operated location or event;

### 2. Will recruit WVC students or employees as participants based on their relationship with the college; or

### 3. Will be administered outside WVC, either in person or electronically, and will be identified by the name of the college, the WVC logo, or the investigator’s relationship with the college, implying WVC sponsorship.

Proposals for survey projects will be reviewed by the president’s cabinet. A review may be requested through the steps outlined in WVC Surveys Procedure 1000.255.

Survey projects may be considered “research” and are required to go through the IRB review process outlined in WVC Protection of Human Subjects Procedure 1000.250 if:

### 1. There is interaction (individual interpersonal contact) between the investigator and the participant, such as personal interviews;

### 2. There is individually identifiable information collected in the survey – the identity of participants may be ascertained by the investigator or is associated with the responses; or

### 3. The purpose of the survey is to develop or contribute to generalizable knowledge: for example, the results will test a hypothesis and permit conclusions to be drawn, are planned to be presented in a publication or professional meeting, or will be applied to populations beyond WVC.

Survey activities conducted as a course activity for the purpose of instruction and student learning do not need to undergo review, but should include a statement to participants explaining the purpose. Surveys that solicit feedback to be used within WVC for the purpose of evaluating or improving programs and services, such as course evaluations, alumni surveys, or employer surveys, do not require a review.

Approved by the president’s cabinet: 2/7/12, 8/26/14, 6/4/19

Adopted by the board of trustees: 3/21/12, 9/11/14, 6/19/19

Last reviewed: 5/7/20

Policy contact: Institutional Effectiveness

Related policies and procedures

 000.250 [Protection of Human Subjects Procedure](https://www.wvc.edu/humanresources/policies-procedures/000-general/000.250-protection-of-human-subjects.html)

 300.330 [Use of Human Subjects in Instructional Activities Policy](https://www.wvc.edu/humanresources/policies-procedures/300-instruction/300.330-use-of-human-subjects.html)

 1000.255 [Surveys Procedure](https://www.wvc.edu/humanresources/policies-procedures/000-general/1000.255-surveys.html)

 1300.330 [Use of Human Subjects in Instructional Activities Procedure](https://www.wvc.edu/humanresources/policies-procedures/300-instruction/300.330-use-of-human-subjects.html)