

APPENDIX M

RESEARCH

Oklahoma Baptist University recognizes that in higher education both teaching and research are essential to a vigorous institution and a sound curriculum. However, since Oklahoma Baptist University is primarily a teaching institution, research is encouraged but not formally required of any faculty member.

A faculty member or student conducting or supervising research with animal subjects will adhere to the ethical standards established by his profession for such work.

Research involving human subjects which is proposed by University faculty, students, administrators, or staff and which will involve OBU students, will be completed as part of an OBU contractual agreement, or will be conducted in the name of or under the auspices of Oklahoma Baptist University shall be approved by the Human Subjects Research Committee before research activities are commenced. On-campus projects which involve little or no risk to human subjects, as defined below, are exempt from this procedure. All projects conducted under the auspices of OBU which require participation of off-campus subjects must be approved. Any project, whether exempt from the procedure or approved by the committee, shall be conducted according to the ethical standards established by the profession of such research.

Projects involving little or no risk, which are thus exempt from committee consideration, are defined as follows:

- a. research on "normal educational practices" that is conducted in schools;
- b. research which involves the use of "educational tests (cognitive, diagnostic, aptitude, achievement)," if the investigator will record the information so obtained in manner that makes identification of the subjects impossible;
- c. research involving the collection or study of existing data, if either the data are publicly available, or the investigator will record them in a manner which makes identification of the subjects impossible.

Application for research approval shall be made to the Human Subjects Research Committee through the committee chairman. Description of the project should include:

- a. an explanation of the purposes of the research and the benefits to be gained thereby;
- b. an indication of the protection of privacy which will be provided for participants, including a statement of who will have access to the data;

- c. an indication of the physical or psychological risks or discomforts which the research will impose on the subjects, including an indication of steps which will be taken to minimize the risks or discomforts;
- d. an indication of the procedure involved in selecting the participants, informing them of the nature of the project and the risks involved, and providing them opportunity to make a decision as to whether to participate;
- e. an indication of how the results of the study will be made available to participants.

The Human Subjects Research Committee will approve the research project if, in the judgment of the committee, it meets the following criteria:

- a. sufficient information will be given to the projected subjects to enable them to make an informed decision as to whether to participate, including an explanation of the purposes of the research, and a description of any reasonably foreseeable risks or discomforts;
- b. the risks or discomforts which the research will impose on the subjects are minimized and are in reasonable proportion to the expected benefits to be gained and to the importance of the knowledge to be acquired;
- c. responses and observations are recorded in such a way that the human subjects cannot be identified either directly or through identifiers linked to the subject;
- d. the research will not place any individual student or the University at risk of criminal or civil liability;
- e. the research will not damage a subject's financial standing, employability, or moral reputation;
- f. should the research deal with sensitive aspects of the subject's own behavior and/or beliefs (such as illegal conduct, drug use, sexual behavior, or the use of alcohol) the purposes for and potential benefits to be derived from the project shall be demonstrated to be consistent with the statement of mission and purpose of the institution and violations of the modesty of participants will be minimized in every reasonable way;
- g. the research observes established standards of professional and Christian ethics.

Requirements a. and/or c. above may be waived where the research cannot be carried out without such waiver if the research project imposes risks which are no greater than those ordinarily encountered in the daily lives of the subjects of the research.

A research proposal which has been approved may be repeated using different human subjects without further committee approval.

The Human Subjects Research Committee shall report its recommendation to the Vice President for Academic Affairs who is ultimately responsible for approving research projects which include human subjects. The Vice President for Academic Affairs shall inform the student, faculty, or staff member proposing the projects that approval has or has not been granted, giving reasons for denial where applicable.

Faculty members who seek to secure grants in order to provide financial assistance for engaging in research activities should be aware of the University policies concerning acceptance of moneys or other support from government agencies. Written explanations of these policies are available in the Office of the President.

Note: Standardized proposal and consent forms are used for student projects involving human subjects, and use of these forms by faculty and/or staff simplifies the work of the Human Subjects Committee.