



## Chabot College Research and Ethics Review Workgroup Policy

### A. Does my research require a review from the Research and Ethics Review Workgroup

Research activities involving human participants will be reviewed by the Research and Ethics Review Workgroup when any of the following conditions apply:

1. Is conducted by or under the direction of any employee or agent of Chabot College in connection with their institutional responsibilities
2. Is conducted by or under the direction of any employee or agent of Chabot College using any property or facilities of the institution
3. Involves the use of Chabot College or Chabot Las-Positas Community College District records or data
4. Uses participants from Chabot College in their capacity as students, faculty, or classified professionals in their respective roles
5. Uses non-public information to identify or contact human research participants or prospective participants through their connection to Chabot College
6. Will be conducted at any facility owned, operated, or managed by Chabot College
7. Collects any non-public information involving Chabot College students or employees that will result in a published article, master's thesis, doctoral dissertation, poster session, abstract, or any other publication/presentation, or any dissemination of the collected data to the public whether in aggregate form or otherwise
8. Is sponsored by Chabot College

#### Exceptions to the above

Exceptions to this policy include studies that are part of the College's ongoing internal research and project/program evaluation program/functions. For internal research requests for the purpose of assessing and improving campus programs and services, please submit a research request to the Chabot College Office of Research, Planning, and Institutional Effectiveness (ORPIE)'s [Research Request Form](#).

#### Research approved by another institution's IRB

If the research is being conducted in affiliation with another education or research institution (e.g. researcher conducting research as part of a graduate school requirement), but meets the above criteria, the research activity still needs to be reviewed by the Research and Ethics Review Workgroup. For research that has already been approved by the host institution's IRB, the approval letter from the host institution's IRB should be submitted with the Chabot application

### B. Categories of Research

Below you will find descriptions of the categories of research and varying levels of review that are necessary under each category's criteria. Please review the descriptions below and determine where your research study falls under and submit the appropriate application to the Research and Ethics Review Workgroup. If you have any questions on which category your research falls under, please reach out to the Chair of the Research and Ethics Review Workgroup or the Director of Research Planning, and Institutional Effectiveness at Chabot College.

**No Review Required (the submission of an application is not required):**

When the data will not be used beyond the classroom, is for internal institutional use, and/or is collected for the purposes of evaluating institutional or programmatic effectiveness to governmental stakeholders, it does not require a review by the Research and Ethics Review Workgroup. Examples of research not requiring review include:

1. Secondary data analysis – Studies that use existing data that is available to the general public
2. Program evaluation including for the purposes of reporting to national, state, or local accrediting bodies or other agencies whom Chabot College is required to generate and submit reports as part of its regular operation
3. Data collection for educational purposes where no reporting will take place outside of the classroom and the data generated will be destroyed at the end of the academic term

**Exempt Review:**

1. Research conducted in established or accepted educational settings using standard educational practices, such as comparison among instructional techniques, curricula, or management methods.
2. Research involving the information taken from educational tests (cognitive, diagnostic, aptitude, achievement) that is recorded in such a manner that makes identification of the participants impossible.
3. Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are routinely available to the investigator, and are recorded by the investigator in such a manner that makes identification of the participants impossible.
4. Research involving survey or interview procedures when the respondents are elected or appointed public officials or candidates for public offices.
5. Research involving the observation (including observation by participants) of public behavior in places where there is no recognized expectation of privacy.
6. Research involving survey or interview procedures that do not produce psychological stress in which the participants are legally competent, and in which the investigator identifies him or herself stating that he or she is conducting a research survey or interview.

Categories 5 and 6 are not exempt if responses or observations are recorded in such a manner that the participants can be identified and the information, if it became known outside the research, could reasonably place the participant at risk of criminal or civil liability, could damage the participant's financial standing or employability, or could expose a sensitive aspect of a participant's behavior, such as illegal conduct, sexual behavior, or use of alcohol or controlled substances.

**Expedited Review:**

If your project involves only minimal risk to human participants, but does not meet one of the six exemption criteria, your project may qualify for expedited review. Federal Register defines minimal risk to mean that the probability and magnitude of harm or discomfort anticipated in the research are not

greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests.

### **Full Review:**

If the research being conducted involves more than minimal risk to participants as defined above, the project requires a full review by the Research and Ethics Review Workgroup. Examples of research requiring a full review include research that involves any of the following:

1. Minor participants (children 17 years of age or younger).
2. Special populations (e.g., prisoners, pregnant women, English language learners, and individuals with disabilities).
3. The use of video or audiotape to record participants.
4. Asking questions that may be highly embarrassing or compromising (e.g., sexual behavior, sexual orientation, alcohol consumption, illegal drug use, medical conditions, violations of the law, personal finances, problems in the workplace, etc.).
5. Exposing participants to graphically violent or pornographic materials.
6. Inflicting physical pain upon, attaching electrodes to, or injecting any substance into participants.
7. Creating high levels of stress, fear, discomfort, or tension.
8. Threatening participants in any way.
9. Causing participants to violate laws, board policy, or any college rule.
10. Providing some participants with benefits denied to others (this includes payments or rewards for participation, e.g., offering extra credit to participants, etc.).
11. Causing physical or mental exhaustion or engaging participants in intense exercise.
12. Placing individuals in confined physical settings or attaching other devices.
13. Exposing participants to extreme conditions (e.g., bright lights, loud noise, intense pressure, strong odors, complete darkness, extreme heat or cold, sudden movement, etc.).
14. Leaving participants alone for periods of time longer than 20 minutes.
15. Taking hair samples or nail clippings from participants.
16. Taking human tissue samples, drawing blood, or sampling any other bodily fluid.

### **Non-Chabot-affiliated personnel and request for approval to conduct research**

Non-affiliated personnel are defined as individuals not recognized as having a direct relationship to Chabot College (e.g., not a faculty member, administrator, classified professional, student, or other agent of the college). Non-affiliated personnel who wish to conduct human participants research involving Chabot College **are required to have a Chabot College employee co-sponsor the research.** Chabot College employees can co-sponsor research for non-affiliated personnel when the research aligns with the Chabot employee's professional responsibilities. Non-affiliated personnel and their Chabot employee co-sponsor must apply together for approval to conduct research through the Chabot College Research and Ethics Review Workgroup process. Only research that is closely aligned with the college's strategic goals will be considered for approval. If approved, non-affiliated personnel must follow the same procedures as affiliated personnel. Approval for conducting research at Chabot College is granted by the Director of Research, Planning, and Institutional Effectiveness and the Research and Ethics Review Workgroup.

### **Requesting non-public data**

If the research involves data from the Office of Research, Planning, and Institutional Effectiveness (ORPIE) at Chabot College or any other entity on campus, a request for data form must be completed. Data requests which require the creation of new data sets are only accepted in exceptional circumstances that directly benefit the strategic goals of Chabot College.

### **Delivery of Data**

If a data request is approved, all data will be provided in the format that the data is extracted from its source. Aggregation or any analysis of the data is the sole responsibility of the researcher(s). Furthermore, in accordance with CLPCCD BP/AP 5040, data requests to provide any identifying information, including but not limited to, name, date of birth, address, email address, phone number, student ID number, student grades, or any other data that could identify individual students will require additional written justification on why each data element is needed. Data involving identifying information will also be reviewed by the college's FERPA officer. The timeline for data requests to the ORPIE office will vary depending on the workload of the office and prioritization of college needs. Requesters should plan well in advance of any data needs.