



## **HUMAN SUBJECTS RESEARCH PROCEDURES PADNOS COLLEGE OF ENGINEERING & COMPUTING**

**Purpose:** Periodically faculty, staff, and/or students will be involved with activities that result in interacting with human subjects. To comply with all university and governmental regulations, this document will set forth the policy and procedures for the Padnos College of Engineering and Computing in regard to human subjects research.

**Who:** Any member of the Padnos College faculty and staff could be involved in conducting human subject research. PCEC faculty and staff advising individual and/or student-led human subject research shall comply with the practices included in this protocol.

**Conduct:** All research will comply with GVSU established policies and procedures for research conduct including:

- All faculty and staff planning to conduct or supervise human subject research are required to submit proposed research activities to the unit head and the GVSU Human Research Review Committee (HRRC) for approval prior to implementation. Included are individual faculty/staff and student led projects.
- Formal peer review of proposed human subjects research activities shall be included in the HRRC proposal documents.
- Individual researchers and advisors are responsible for research data and materials security for appropriate time frames depending on funding organization regulations (i.e. federal government).
- PCEC expectations regarding human subject research shall be included in new faculty and staff orientation and annual start-up activities.
- All PCEC faculty and staff are required to promptly report to his or her unit head any direct knowledge of research non-compliance within the College and/or University.
- Unit heads shall conduct exit interviews with all separating faculty and staff. Such interviews shall include accounting for all ongoing research activity and student advising.

**Approval:** The design of all studies must meet all university guidelines. Dean or unit head as well as HRRC approvals are required before conducting any research.

Date: July 26, 2010