Collaborative Institutional Training Initiative (CITI) Reminder

It’s fall semester, and that means it’s time to check on your CITI training! CITI is a training program for all researchers or research team members. To get started, go to www.citiprogram.org. If you are planning to conduct research for the first time, you need to complete this training before you begin your research. For, those who have already completed the training, please remember that the training expires every three years. If your training has expired, you must take the CITI Basic Human Subjects refresher course to continue your research. For more information, visit our website or call our office at 765-285-5052.
Advising Student Research

Faculty members serving as advisers for student researchers have an important, though sometimes overlooked, role in the research process. As an advisor, you are shaping the future of research. The advising process is an opportunity for both the student and the adviser to develop their skills and learn from each other. Since the adviser is responsible for the research being conducted under their supervision the quality of the research reflects on both the student and the adviser.

It is the IRB's responsibility to ensure the research being conducted by the university remains ethical and that researchers follow governmental regulations. Although we can make recommendations, our capability to advise students on their individual research is limited. As an expert in your field, you can provide your student with valuable knowledge on how to be effective in research in their particular field. It is important for the advisor to be active in the research process and provide support for their students. Therefore, advisors need to meet with their students to discuss the research being conducted before and after submission to the IRB.

Advisor Responsibilities include:

- Follow any other requests made by BSU ORI and/or BSU IRB.
- Have the level of expertise to supervise research projects and be available to students being supervised. If you do not have the level of expertise needed for the study, add another faculty member that has expertise in that area.
- Pass appropriate CITI training for the type of research supervised before a protocol is submitted to IRB.
- If a student leaves or graduates from the university, either change the PI of the study to yourself to continue the research or close his/her study by submitting an IRB Modification/Amendment form through IRBNet. Instructions can be found in the IRBNet User Manual on pages 22-27.
- Expectations for faculty supervision are the same for doctoral dissertations, masters level theses, graduate research projects, undergraduate honors theses, class projects, and all other collaborations of faculty-student research.
- Continuously supervise all student research activities that the advisor has agreed to oversee.
- Work with the student on necessary revisions, modifications, and all other items needed to gain IRB approval.
- Electronically sign the package for IRB submission on IRBNet, if in agreement with materials presented by the student researcher.
- Pre-review all research materials before formal submission for IRB review.
- Assist student(s) in developing proper research questions and methodologies.

Lessons from History

An experiment conducted in August of 1971 by Dr. Philip Zimbardo Ph.D. had many ethical mistakes that provides a reminder of the importance of maintaining ethical standards. For example, the participants were not given full disclosure of what would occur in the experiment, violations of physical boundaries were made without participant consent, and Zimbardo was directly involved in his own experiment thus biasing opinions of all involved. To learn more, it is encouraged for readers to do research on historical ethical mistakes. The Stanford Prison Experiment movie is also available on Netflix; follow this link to watch it on Netflix: Stanford Prison Experiment Movie

The Stanford Prison Experiment helped lead to the formal recognition of ethical guidelines by the American Psychological Association. This increased awareness of possible harmful effects of research then led to the formation of the Institutional Review Board (IRB). The IRB approves, monitors, and reviews research with human participants by analyzing the risks and benefits of each experiment.
For Students - Do I Need to Submit to IRB?

The IRB submission process can be daunting, especially if it is your first time. Students are often confused about the process and whether their research constitutes as Human Subject Research.

What is Human Subjects Research?

As defined by the federal regulations, research is the systematic investigation (including research development, testing, and evaluation) designed to develop or contribute to generalizable knowledge.

- Systematic investigation – a plan for collecting data consistently and reliably
- Designed – is the intent of the investigation to examine hypothesis or to support a research claim
- Generalizable – the impact of the research reaches beyond the research population, adds to a body of knowledge; a common test is whether the researcher plans to present or publish the data in a professional platform

A human subject is defined as a living individual about whom an investigator (whether faculty or student) obtains either (1) data through intervention or interaction with the individual, or (2) identifiable private information.

- Living individual – dead people do not usually count; they do count if information about a dead person can identify a living person and put the living person at risk
- Intervention – physical procedures by which data are gathered (e.g. blood or tissue samples) or a manipulation of the subject or the subject’s environment performed for research purposes
- Identifiable private information – may include secondary subject if the identifiable private information can identify a family member or some other person close to the subject

Students should feel free to call us at 765-285-5052 or e-mail us with questions about specific projects at ORIhelp@bsu.edu. Students can also refer to our Human Subject FAQ page. Below are some general guidelines:

- New research projects intended for IRB review should be submitted with the application form on IRBnet. The form works best when opened using Firefox or Internet Explorer rather than Google Chrome. Additionally, Mac Users should use Adobe Reader, rather than Form Finder, to open the application. Make sure your Adobe Reader is updated.
- We strongly recommend/encourage students who are doing a project that falls under the federal definition of human subject research for the undergraduate Honors College to submit it to the IRB. Your project will be archived and presented, and you will have the option to further publish the data. However, if you are not planning to publish your project, you do not typically need to submit it. Talk to your professor about participant safeguards and whether the main purpose of the assignment is for you to learn more about the research process.
- Scholarly and journalistic activities (i.e. oral history, journalism, biography, legal research, literacy criticism, etc.), including the collection and use of information that focus directly on the specific individuals about whom the information is collected are not considered to be human subjects research.
- If your project has the possibility of risk for the participants, even if the final result is only going to be used for class, you should talk to the ORI or IRB to help you determine if you need to submit your project for review. This is not only to protect your participants, but to help you as well. The board may have suggestions on how to make it safer and you will have someone to report to if something goes wrong. (Note: You are the one interacting with participants, therefore you are responsible for protecting them; being able to report to the IRB does not waive your responsibility, but it does provide support for that responsibility.)
Regulation Updates

ORI/Communication Center Update

The Office of Research Integrity can no longer send out committee approved survey/recruitment information through the university's Communication Center. Due to recent changes in regulations and guidance, our office may not distribute surveys on behalf of investigators. Doing so could be viewed as the ORI being part of the research team and compromises our ability to impartially review research. Faculty members can publish surveys through the Communications Center at https://apps.bsu.edu/CommunicationsCenter/PublishContent.aspx. Graduate students cannot publish surveys and must request that their faculty advisor send out the survey on their behalf.

Conflict of Interest and Conflict of Commitment Updates

Conflict of Commitment (COC) policies are intended to help employees manage and balance their primary obligations to the university with valuable outside professional activities that have the potential to benefit both the employee and promote the mission of the university.

Conflict of Interest (COI) policies are intended to ensure that members of the university community do not engage in behaviors that risk compromising the university’s reputation and integrity. Conflicts of interest especially may corrode the university’s reputation and, thereby, erode confidence in the university and diminish its trustworthiness and stature. Disclosure and management of these interests allows universities an opportunity to mitigate risk.

If you are faculty or professional staff and have had issues with COI/COC, please complete the COI/COC form on our website and ensure your direct supervisor signs it. This form is not mandatory for all faculty and staff. Forms should be submitted to Linda Swartz at the entrance to the Research House off of Warwick). We really appreciate your support in this effort. If you have any questions please feel free to call Kalli McBride at 5-5213, email her at kdmcbride2@bsu.edu, or send her a chat message in Cisco Jabber.

Have Questions about your IRB Proposal?

Visit the ORI Website...

www.bsu.edu researchintegrity

For answers to questions about the responsible conduct of research, educational tools for faculty, staff, and students, and navigating the research process.

Or visit us in our office...

During the Academic year, our office is open 8am-5pm.

We are located in West Quad Room 200.

Peer Mentoring...

Walk-in hours available:

Monday: 11:00am-1:00pm
Tuesday: 11:00am-2:00pm
Wednesday: 12:00pm-2:00pm
Thursday: 1:00pm-5:00pm
Friday: Appointments only

If you would like to meet with a graduate assistant outside of those hours, please e-mail orihelp@bsu.edu or call 765-285-5088 to set up an appointment.
Graduate Assistants of ORI

Mary Myers is a first year student in the Clinical Psychology Master's program at Ball State University. She graduated from Indiana University with a Bachelor’s of Science in Psychology and a minor in Fine Art in May of 2016. While attending Indiana University, she studied Animal Behavior with Dr. Jeffrey Alberts and investigated how temperatures of developing homeotherms affected their social and spatial centrality within a group. Another topic she explored was whether the developing homeotherms’ temperatures stayed consistent relative to the other animals in the group while exposed to hot and cold environments. She then presented a poster on these topics at the Animal Behavior Conference located at Indiana University.

After she graduated from Indiana University, she worked as a Home-based Family Caseworker to help families involved with the Department of Child Services overcome abuse and neglect. Some services she provided were supervising visits, tutoring children, resourcing with clients, and providing education on parenting techniques; she also collected data examining how positive family activities affected the child’s resilience to bounce back from negative life events. Mary is thrilled to work with the Office of Research Integrity and plans on working as an elementary school teacher after graduation.

Grace Pardieck is a first year graduate student in the Counseling Master’s program with a concentration in Clinical Mental Health. She graduated with a B.A. in Psychology with a complementary major in Youth Leadership Development from Anderson University in May of 2017. While pursuing her undergraduate degree she conducted her own research on parenting dynamics, interpersonal dependency, and social anxiety. She also had the opportunity to work on projects with an undergraduate advisor. Once she graduates with her M.A. she hopes to work with at-risk youth in a counseling or diagnostic testing setting. She is excited to work for the Office of Research Integrity and begin the next adventure in her life at Ball State University.

Additional Research Assistance

Research Design Studio

The Research Design Studio (RDS) works with faculty, students, and the community to support the inception of research ideas to the publication of articles. RDS provides the following services:

- Research Design
- Grant Development
- Instrument Selection and Design
- Professional Development and Research
- Mentoring Synthesis
- Support of Research Collaborations

Research Design Consultation Request

Visit the RDS website to submit a consult request with the RDS team, call them at 765-285-7601 or visit their office in Room 512 of Teacher's College.

University Libraries

Library Hours

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Research tools at the libraries help you to find books, articles, course materials, and multi-media materials. Visit http://cms.bsu.edu/academics/libraries/researchtools to see the entire list of tools. Librarians are available to help with your research endeavors in several ways, including:

- Chat on-line
- Email or text
- Call or visit
- Make an appointment

The university libraries are also home to workshops for research skills, scholarly publishing, and technology tools. A calendar of upcoming workshops can be found here. If you are not on campus, some workshops offer the option to attend on-line, such as the "Thesis Research: Getting Started" which will be held October 3, 2017 at 7pm. Most workshops have a limit of 25 people, so make sure to register early!
Upcoming IRB Meeting Dates and Deadlines

**Expedited Review**

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**Full Board Review**

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Click [here](#) to find calendars for the entire academic school year.

"Ethics is knowing the difference between what you have a right to do and what is right to do."

~Potter Stewart

The Office of Research Integrity ensures that research at Ball State University is in compliance with established university policies and applicable provisions of federal, state, and local laws and regulations.

**Office of Research Integrity Staff**

Christopher Mangelli, Director. cmangelli@bsu.edu

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