GUIDELINES FOR SEEKING APPROVAL TO CONDUCT RESEARCH INVOLVING SCHOOL OF NURSING FACULTY, STAFF, OR STUDENTS

Introduction

The purpose of this policy is to provide guidelines for investigators from within and outside of the School of Nursing who want to use school resources (including students and personnel) in the conduct of research. (Research is distinct from evaluation in that the latter refers to the collection of data needed by decision makers in the School and is described in the Five Year Evaluation Plan.) The participation of students or personnel in research is subject to administrative approval and to regulations relating to the use of human subjects including:

1. Right to voluntary participation.

2. Right to information about the purpose of the research and its risks and benefits.

3. Right to anonymity and confidentiality.

Approval Procedures

1. Investigators seeking access to The University of Texas Health Science Center at San Antonio School of Nursing for research purposes must:

   a) Complete Grant Initiation Form (GIF) form to submit a grant proposal. Form is available in the ONRS. To complete this form Principal Investigator should meet with his/her department chair and get their approval. Form includes:

      - Title of the proposed study

      - Name of the funding agency

      - Submission Deadline

      - Negotiated salary, research space, and time commitment for all key personnel

      - Approvals the Vice Dean of Faculty Affairs and Diversity and/or the Director of Faculty Affairs

      - List of ONRS services required

2. Following approval the Principal Investigator must:

   a) Negotiate details with faculty members concerned

   b) Notify other relevant administrators (e.g. coordinators)

   c) Route Research Grant Proposal Review and Signature Sheet to relevant Associate or Vice Dean (for projects involving faculty and personnel), Associate Deans (for projects utilizing students, Information Technology etc.), and Office of the Dean for administrative approval.

3. The Office of Nursing Research will:

   a) Record the receipt of GIF and Research Grant Proposal Review & Signature Sheet: Obtain appropriate administrative approval for any changes from original procedures

   b) Assist the Principal Investigator with the development, final submission, photocopying, and mailing of the research grant proposal

   c) Provide one complete copy of the research grant proposal to the department. Department will make additional copies for the Principal Investigator

4. An appeal review board will be called if an investigator wishes to appeal administrative decisions or if participants in the project allege that the investigator has not adhered to approved protocol.

5. Researchers requiring School resources other than students or personnel must have the approval of those responsible for them. The Associate Dean for Research will supply referrals for this purpose.

General Policies

1. Faculty are expected to facilitate others' research whenever possible, but may choose not to participate in research themselves or to refuse the use of clinical or class time for research purposes except for the solicitation of subjects.

2. Any person solicited to participate in a research study may choose not to participate at the outset of the study or to withdraw participation in the course of the study without penalty.

3. Up to ten minutes of class, clinical, or work time may be allowed for investigators to explain the approved project and to advertise for subjects. A script containing the explanation and advertising must be approved by the UTHSC-SA IRB unless the project is exempt. If a project is exempt, the script must accompany the project and receive administrative approval from the Associate Dean for Research.

4. Class or clinical time may be used for approved projects when:

   a) The content of the research is directly related to the class or clinical situation; and

   b) The research is of direct benefit to students; or

   c) When participation will foster positive attitudes toward research on the part of students or other subject at the School.