

## Guidelines for Research Conducted by Persons Affiliated with Louisville Presbyterian Theological Seminary

It is expected that all persons who conduct research under the auspices of Louisville Presbyterian Theological Seminary will treat everyone involved in their research with respect and care. The following measures are intended to guide our efforts.

### 1. Informed Consent.

The principal investigator shall explain to subjects, prior to their participation,

- (A) the objectives of the research;
- (B) the procedures to be followed;
- (C) the expected duration of the subject's participation;
- (D) any foreseeable risks or discomforts to the subject;
- (E) any benefits to the subject or others which may reasonably be expected from the research; and
- (F) the extent to which the confidentiality of the records identifying the subject will be maintained.

Where it is determined by the Review Committee that the research involves no more than minimal risk to the subject (see below) and involves no procedures for which written consent is normally required outside of the research context, informed consent may be obtained *either* through a signed consent form or in an oral discussion. In the case of a written research instrument, the above information about the research should be placed in a visible place on that instrument. The respondent's completion of the instrument shall constitute implied consent. All investigators are required to document the procedures by which informed consent has been gained.

In circumstances of minimal risk as determined by the Review Committee, and where it is in the interest of the research not to provide full information before administering research instruments, the investigator shall provide subjects with additional pertinent information after their participation.

Investigators shall not use individuals as subjects unless satisfied that they, or others legally responsible for their well-being, consent to participation freely and with understanding of the consequences. Subjects shall not be induced to participate by means or in circumstances that might affect their ability to decide freely. It shall be made clear to subjects that they are free to withdraw from active participation in the research at any time. Subjects who indicate a desire to withdraw shall be allowed to do so promptly and without penalty of loss of benefits to which the subject is otherwise entitled.

### 2. Confidentiality

Investigators shall respect the privacy of subjects. They shall protect confidential information given them, advising subjects in advance of any limits upon their ability to insure that the information will remain confidential. Investigators shall document procedures for protecting confidentiality and will document that these procedures were implemented during the course of the study.

### 3. Disclosure of affiliation and sponsorship

Investigators may indicate their position at Louisville Presbyterian Theological Seminary. When indicating their relationship with the seminary, they must also disclose whether the research is sponsored by the Seminary. An investigator shall disclose to a subject, upon request, the source of support for the research.

### 4. Requirements for review

Research that involves minimal risk shall not be subject to special review. The Review Committee may review a proposal abstract and, upon determining that risk is minimal, decide a full review is not necessary. Minimal risk means that the probability and magnitude of physical or psychological harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life.

Research shall be subject to special review by the Dean of the Seminary and/or a body designated by the Dean if it is deemed to pose more than minimal risk to subjects. Such risks include

(A) responses or observations of the subject will be recorded in such a way that direct identification of the subject may be possible; and

(B) the responses or observations of the subject, if they became known outside the research, could reasonably place the subject at risk of criminal or civil liability or be damaging to the subject's financial standing or employability; or

(C) the research deals with sensitive aspects of the subject's own behavior, such as illegal conduct, drug use, sexual behavior, or use of alcohol; or

(D) participation in the investigative process may produce negative emotional, behavioral, or relational responses in some research subjects.

### 5. Suspension of Research

Research shall be immediately suspended and reviewed if investigators observe that such risk factors are present or if they observe any adverse consequences that may be attributable to the research.

### 6. The Review Committee

Upon receiving a research proposal, the Dean of Louisville Presbyterian Theological Seminary will appoint a committee to implement this policy. If, in the Dean's judgment, a project involves "minimal risk," the committee may consist of the Dean (or appointee) and one LPTS faculty member. When greater risk is possible, the Dean will appoint a committee of three faculty members (which may include the Dean) to review the project with the researcher.