**Dartmouth College**

**COMMITTEE FOR THE PROTECTION OF HUMAN SUBJECTS**

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**CPHS –EMPLOYEE and STUDENT FORM**

**Dartmouth Brain Imaging Center (DBIC) Phase 1b (Dartmouth Phase 2) research reopening protocol**

**PI: James V. Haxby, Director, Dartmouth Brain Imaging Center**

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* **Respond to each item, even if to indicate N/A or not applicable**
* **Upload the completed form to the ‘Supporting Documents’ page in Rapport.**
* **If you are completing this form on a Mac, indicate your answer to any checkboxes by bolding or highlighting, or by deleting any incorrect options.**

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*One of the primary responsibilities of the CPHS is to ensure that a participant’s decision to participate in research will be voluntary and that consent will be sought “only under circumstances that provide the prospective subject... sufficient opportunity to consider whether to participate and that minimize the possibility of coercion or undue influence.” Students and employees may be vulnerable to “subtle inducements to participate”. This form should be used if you plan to enroll students or employees of Dartmouth College, Geisel Medical School, Psychiatric Research Center, Thayer School of Engineering, Tuck School of Business, The Dartmouth Institute, and affiliated sites.*

1. **Define the participants to be enrolled and explain the investigator’s relationship to the potential participants** *(e.g., supervisor, colleague, instructor).*
   1. **1. Will employees be enrolled?**

**☐ No ☒ Yes**

**2. Relationship:**

Employees from DBIC-affiliated labs (e.g. lab managers, full-time research assistants, postdoctoral fellows) may be asked by research labs running research studies in the DBIC to be voluntary research participants. The investigator’s relationship to the voluntary participant could be that of supervisor, mentor, or instructor.

* 1. **1. Will students be enrolled?**

**☐ No ☒ Yes**

**2. Relationship:**

Graduate students from DBIC-affiliated labs may be asked by research labs running research studies in the DBIC to be voluntary research participants. The investigator’s relationship to the voluntary participant could be that of supervisor, mentor, or instructor.

1. **Provide the rationale for their participation:**

*The researcher who plans to recruit either population must* ***provide the rationale for their participation:***

During the COVID-19 pandemic, we would like to allow for some human subjects data collection by DBIC-affiliated research labs. However, due to the COVID-19 pandemic, we would like to limit participants to a group of people on which we can keep close tabs in case of an outbreak. To do this, we would like to allow investigators to use voluntary research participants from within DBIC-affiliated labs only. The participants might be research personnel, graduate students, or postdoctoral fellows, and potentially other DBIC faculty investigators. The decision to participate or not participate in any research study will not negatively affect a student or employee’s standing in their own laboratory, other DBIC-affiliated laboratories, or the general PBS community. We will ask investigators to be extremely sensitive to the types of studies for which they are recruiting, given the uniquely limited participant base from which they will be drawing. We will strongly encourage DBIC investigators to consider the types of information they might be collecting in their studies (e.g. questions about mental health, illegal behavior, or other sensitive information), and carefully weigh whether or not this particular population would be a good fit for those studies.

1. **Describe the recruitment of employees and/or students**

* Explain the mode of recruitment.
* Explain the timing of recruitment.

The DBIC will not be involved in the recruitment of research participants conducted within the Center. Individual investigators will recruit participants from DBIC-affiliated labs by word of mouth or electronically, but each investigator is responsible for conducting recruitment for voluntary participants from within this group in compliance with the recruitment guidelines of their individual research protocols.

1. **Document carefully the methods to protect the subjects’ identity and research data:**

*Another special consideration for employee and student populations is the issue of confidentiality of research data. Depending on the nature of the research and the data collected, a break of confidentiality could affect a person’s employment, career path, educational plans, or social relationship with the academic community. (e.g., coding, storage of research files, limits of accessibility to research data, etc.).*

MRI data will be stored with an anonymous subject identifier on DBIC servers. The DBIC does not oversee the collection or storage of investigators’ behavioral data. It will be the responsibility of each investigator to ensure that behavioral data is stored and coded in compliance with their particular research protocol.

*Please Note: Studies enrolling Dartmouth Medical School students must be reviewed by the Medical Education Institutional Review Committee (MEIRC).*

*☐Check here if you plan to enroll Dartmouth Medical School Students.*

*Contact* [*Greg Ogrinc MD*](mailto:Greg.Ogrinc@va.gov) *for more information about MEIRC review.*