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## **INSTITUTIONAL REVIEW BOARD REQUIREMENTS Healthy Youth 2023**

### **Fundamentals of Research Ethics**

#### Primary concern

Participants should not be harmed by research (e.g., disclosure of potentially sensitive data, staff or passers-by recognizing the identity of a subject).

#### Principles essential to the ethical conduct of research with humans

Established in the *Belmont Report* (1979), prepared by the National Commission of the Protection of Human Subjects of Biomedical and Behavioral Research, at the request of the Secretary of the Department of Health and Human Services.

- Autonomy (respect for persons): Individuals should be treated as autonomous agents. Persons with diminished autonomy may need additional protections. Participants must enter into research voluntarily and with adequate information (i.e., informed consent).
- Beneficence: Researchers must maximize potential benefits and minimize possible harm.
- Justice: Risks and benefits of research are to be distributed fairly and without bias.

#### For more information

<http://www.dshs.wa.gov/rda/hrrs/default.shtm>

### **Institutional Review Board (IRB) Requirements for the HYS**

#### ***Schools must confirm they have notified parents and students with the Notification Letter BEFORE QUESTIONNAIRES WILL BE PROVIDED TO THE SCHOOL***

Schools will confirm they have properly notified parents and students on the AskHYS.net website.

#### Parent Notification

Notify parents about the survey with the approved parent/student notification materials at least 2 weeks before survey administration.

Send parents the information about HYS in the manner that you usually use to reach parents about important events or testing:

- Send an email to parents using the approved text in the Email Notification and the Parent and Student Information Letter as an attachment.
- Make a robocall using the approved language in the Robocall Notification.
- Mail the Parent and Student Information Letter home or you can send it home with students along with other important materials for parents.

You may also notify parents and students by additional methods (e.g., e-mail, school calendar, newsletter, or reader boards), but these methods DO NOT replace sending the required Notification Letter as described above.

### Student Notification

Notify students about the survey at least 2 weeks before survey administration:

- Post the Parent and Student Information Letter in a common school area, and
- Verbally announce the survey in either a school assembly or in classrooms where it will be administered:
  - Remind students to read the Parent/Student Notification Letter that posted on their school's website.
  - Inform students they may also view a copy of the Letter in the office and give them the name of a person (such as the survey coordinator) to contact if they have any questions regarding the survey.
  - Inform students that the letter is available in Spanish and other languages.
  - Repeat the announcement about the survey on the day prior to the survey.

You may also notify students by other methods (e.g., PA announcement, reader boards, posters, hand out extra copies of the notification flyer, or any other method that your school uses to communicate with students) but these methods DO NOT replace the required methods above. Communications must include the IRB-approved parent/student notification materials provided by the Healthy Youth Survey staff. Basic information specific to your school (e.g., school-specific dates, planned alternate activities, logistical information, etc.) may be added to communications, but the IRB-approved language may not be altered or removed.

### Web-based Notification

Post information about HYS in a prominent location on your school/district website using the **approved** Website Notification language and include a link to a PDF of the HYS Parent and Student Information Letter.

### Notify School Office Staff about the Survey

Ensure the school office has a copy of the Parent and Student Information Letter and the survey questionnaires for parents to review, if requested.

Educate main office staff so they are aware of the survey, know how to access the notification flyers and surveys, know how to respond to questions about the survey, and how to keep track of any students or parents who decline participation on the opt out form.