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Mission

The Office of Research Integrity ensures research at Ball State University is in compliance with university policies and with applicable provisions of federal, state, and local laws and regulations. The ORI provides guidance to the BSU Research Community for research issues pertaining to:

♦ Conflict of Interest/Conflict of Commitment
♦ Human Subject Participation
♦ Use and Care of Animals
♦ Biosafety
♦ Radiation Safety
♦ Lab Safety
♦ Export Control
♦ Controlled Substances

The Office of Research Integrity also offers a number of services for BSU students, faculty, and researchers, including:

♦ Training and education
♦ Class/group presentations
♦ One-on-one or small group consultations
♦ Technical support for researchers
♦ Online guidance materials and resources

Note To Researchers and Advisors

The Institutional Review Board and the Office of Research Integrity will advise student researchers on matters directly applicable to institutional, state and federal guidelines on research and the IRBNet submission process. The IRB and ORI cannot advise students on their research projects beyond its legal and ethical scope. The IRB and ORI cannot advise students on the research design process including, but not limited to, survey design, questionnaire wording, study procedures, or data analysis. Exceptions will only be made to protect participant rights or welfare. Students needing advice on research projects beyond the scope of the IRB and ORI must consult with their faculty advisors or the Research Design Studio, located in the Teachers College.
Research Design Studio
The Teachers College has opened a new Research Design Studio (RDS) to help researchers develop their projects. Researchers can get help to improve their research methodology, survey design, or grant proposal. The RDS is supported by graduate students and faculty with expertise in statistical methods and research design, as well as the technology to help make your research better. Use the following information to contact the RDS or to set up an appointment:

**Research Design Studio**
TC 217  
CTE@bsu.edu  
765-285-7600  
http://espace.bsu.edu/cte/rds/

Non-Human Subjects Research and IRB
The Institutional Review Board has a responsibility to ensure the ethical conduct of human subjects research (HSR) at Ball State University. A common misconception amongst researchers is that IRB approval is needed for all research, whether it involves human subjects or not. Human subjects research is as a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge using living individuals. Investigators conducting HSR obtain data through intervention or interaction with the individual or identifiable private information.

Many types of legitimate research are not considered human subjects research. For example, secondary analysis of publicly available data that has been de-identified, such as the US Census or General Social Survey, does not constitute human subjects research. In addition, most program evaluations and reviews do not constitute HSR. Even if your research is deemed Not-HSR by the IRB, you can still conduct your research; you are simply not under the purview of the IRB.

Visit the ORI Website for…
Answers to questions about the responsible conduct of research
Educational tools for faculty, staff and students
Help navigating the research process
Contact information for Graduate Assistants

www.bsu.edu/researchintegrity

Summer Office Hours
Our office is open Monday-Friday 7:30 - 4:00 during the summer.

The ORI is located in Teachers College, Room 409.

www.bsu.edu/researchintegrity
Travel Advice and Export Controls

Preparing to travel out of the US? Complying with US export control laws are the first step in ensuring that your trip is a success. Here are some additional tips to keep you in compliance and make your international travel experience more enjoyable.

**Bring bare-bones technology.**

Some software applications expressly prohibit export, and any encrypted software is strictly controlled by export control regulations. Likewise, Smartphones, laptops, and tablets may be OK to travel abroad, but the contents may not be.

Before traveling, remove anything that would be considered inappropriate from your technology, and make sure that anything you take with you is safe to be searched. Penalties to travelers bringing inappropriate materials may be severe, even for a first offense. Travel with a new laptop, or remove all but the essential programs and documents.

**Keep your technology safe and secure**

Information or software may be subject to deemed export regulations even if allowed to travel to other countries. Maintain password protection on laptops and phones, and do not leave the items in the possession of others unless absolutely necessary.

When you are returning from your trip, ensure that you have everything you brought with you. Again, permanent exports are very different from temporary exports, and failure to follow regulations can lead to severe penalties.

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**Online Surveys**

It is important to remember that research conducted online has the potential to be tracked. IP addresses, location data, and GPS position can be recorded by software programs or social media without the knowledge of the researcher. Qualtrics, for example, automatically collects this data by default, and must be set to not collect this information manually. In addition, certain websites may collect data through the use of cookies, which can pose issues for confidentiality. Be sure to identify and read the confidentiality agreement and/or privacy policy for any website that you may be using to conduct research, and ensure that your data is being handled appropriately. Remember, it is the responsibility of the researcher, not the website host, to maintain data confidentiality.
Summer IRB Changes

This is a reminder of the changes to the summer IRB schedule. Expedited Review meetings will occur on a bi-weekly schedule. Remember, researchers that wish to have their protocols reviewed must submit their projects the Wednesday prior to the scheduled meeting in order to be listed for review. Upcoming deadlines and meeting dates can be reviewed in the following section.

Summer 2015 Upcoming IRB Meeting Dates and Deadlines

<table>
<thead>
<tr>
<th>Expedited Review</th>
<th>Full Board Review</th>
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<tbody>
<tr>
<td>Submission Deadline:</td>
<td>For Review On:</td>
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<tr>
<td>May 20</td>
<td>May 27</td>
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<td>June 3</td>
<td>June 10</td>
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<td>June 17</td>
<td>June 24</td>
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<td>July 1</td>
<td>July 8</td>
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<td>July 15</td>
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ORI Staff

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Contact Us

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