

Frequently asked questions about HSP within 4-HYD

- 1. Because we work with youth, are we working with vulnerable populations?**
 - YES; complete the decision tree. In many cases, you will need to submit a "Request for Approval"
- 2. What if I'm working with youth in particular 'at-risk' or 'vulnerable' settings - What do I do?**
 - Complete the decision tree; HSP approval is expected; include appropriate consent language
- 3. What do I do if I'm only going to use the information to plan the next program and see what improvements I need to make?**
 - Complete the decision tree; no 'Request for approval' needs to be submitted; include the appropriate informed consent language on your data collection instrument.
 - Note: It is always better to consult with the HSP administrator about submitting a 'Request for Approval' so if you find that you want to use the information for more than just the original purpose of program improvement, you will be able to do so.
- 4. What do I do if I want to use the information when I report to my county board or in a departmental paper?**
 - Complete the decision tree; consult with the HSP administrator about submitting a 'Request for Approval'; include the appropriate informed consent language on your data collection instrument
- 5. What if my sample is small and individual responses can be identified?**
 - Complete the decision tree; consult with the HSP administrator; approval may be needed; use the appropriate consent language on your data collection instrument.
- 6. When do I use informed (passive) vs. active consent (signed agreement)?**
 - Active consent should be used in cases where participants, or their parents or guardians, may reasonably express some concerns over participation. When highly personal, private, or other sensitive information is being sought, or generally when inquiries may provoke personal or community-level concerns about the research or evaluation, it is wise to use active consent.

- 7. Do I have to complete the HSP online training before I can submit a 'Request for Approval'?**
 - YES; go to <http://www.uwex.edu/hsp/>.

- 8. Can I just always include the informed (passive) consent language and not worry about the "Request for Approval" ?**
 - No, that does not meet the intent of Human Subjects Protection.

- 9. What is the typical consent language I should always include?**
 - "We are very interested in your opinions regarding The program staff will use your comments to plan future programs and to provide feedback to the presenters. Your completion of this feedback form is voluntary and confidential and implies your consent to participate. If you have any questions, please contact... Thank You!"

- 10. If I am conducting a community youth survey with other organizations, do I need to worry about Human Subjects Projection?**
 - Yes, your participation is governed by UW-Extension Human Subjects Projection policies.

- 11. What if someone else collected the data and I'm just using it for community presentations?**
 - Gaining access to private information is no different than if you collected the data yourself. UW-Extension HSP policies would apply. Consult with the HSP administrator if there are questions.

There are additional FAQ's you may find helpful at:
http://www.uwex.edu/hsp/documents/FAQ_000.pdf

BOTTOM-LINE: call the HSP administrator for help and to answer your questions