

Videotaping and Filming Guidelines

General Information about Preparing Form B Applications and Informed Consent Forms When Your Research Methods Include Videotaping or Filming Participants.

I. Procedural Information

Videotaping research participants is a valid and useful data collection method, however, the use of videotapes increases an investigator's need to clearly specify the steps taken to maintain the confidentiality of this identifiable information. Investigators meet this need by describing the steps they will take to protect the confidentiality of research videotapes in their Form B applications, and in their informed consent forms. All research in which participants will be videotaped requires the use of a Form B application. Expedited review of Form B applications are possible when the research does not involve participants from vulnerable populations and the information collected is not of a sensitive nature (e.g., sexual behavior, illegal activities, etc.).

II. Form B Application Information

Section IV (the Methods and Procedures section) of an investigator's Form B should clearly specify the purposes and uses of the videotapes. An investigator should directly relate the purposes and uses of the videotapes to achieving the objectives of the project stated in Section II of her/his Form B. The investigator's videotaping procedures should be presented along with a discussion of the measures used to avoid the inclusion of non-participants on the videotapes. Investigators should describe videotape storage procedures, the storage location, and the duration of storage. Section IV should also contain a description of the investigator's procedures for controlling access to and use of the videotapes, and the disposal of the videotapes.

Section VII (the Methods for Obtaining "Informed Consent" From Participants section) of a Form B should clearly specify the investigator's consent procedures. Usually the IRN requires full informed consent when videotaping procedures are used. However, the IRB may allow the use of deception or incomplete disclosure about the real purpose of the research in the informed consent, if the proposed consent procedures are exposed to no more than minimal risk. The use of incomplete or deceptive consent procedures are used, then the investigator should address her/his plan for giving participants full information about their participation following the completion of their involvement in the study.

III. Informed Consent Form Information

In addition to all other basic elements of informed consent, a full informed consent should identify the purposes and uses of the videotapes. The informed consent should provide information about who will have access to the videotapes and how access will be controlled. Videotape storage information should state how long the investigator will

store the videotapes and what the investigator will do with the videotapes at the end of the storage period. The information provided in the informed consent should match similar information provided in the Form B application. Because the contents of videotapes are identifiable, participants must give their explicit consent for any public use of videotapes, such as use in the classroom or use in a public presentation of research results. The informed consent form or a separate release form must be used to obtain a participant's explicit consent for the public use of his/her videotape. Videotapes of participants in studies using limited or deceptive informed consent procedures may not be publicly used without the explicit written consent of the participant, after full disclosure.

IV. Storage and Future Use Considerations

If you expect to store your videotapes in ways that will enable others to use the videotapes, or if you expect to use the videotapes in additional research projects that are not directly related to the objective of the study under which they were initially created, please explicitly state these expectations in your protocol and in your informed consent form. Given that the identities of your participants remain on the videotapes until the tapes are erased or destroyed, you must inform participants about the possibility that others may use the videotapes or that the videotapes may be used in additional research projects. There are many legitimate reasons why you might want to use the videotapes in future research projects, or to allow others to use the videotapes, but the participants in your initial study need to know about these uses when they consent to participate.

If you anticipate that other researchers may request to use the videotapes outside your research project, then you must specify the procedures you will use to grant other researchers access to your videotapes in the Form B. The participant's informed consent form should state that other researchers may use the videotapes in the future.

If you expect to archive the videotapes in a manner in which access to the tapes will be controlled by other individuals, libraries, or collections, please explicitly state the qualifications of the guardians of the videotapes and the procedures they will follow to protect the confidentiality of the participants when other researchers request access to the videotapes. The participants in your study need to know about your plans to allow others to control future access to the videotapes when they consent to participate, and these plans should be clearly stated in your protocol and informed consent.

The passage of time does not diminish your responsibility to protect the confidentiality of the participants in your research. The rights of a participant do not expire at the end of a research project, or after any other period of time. Videotapes cannot be considered secondary data as long as the tapes contain identifiable information.

If you have any questions about the development of your Form B application, please contact the Compliance Officer at the Officer of Research in 1534 Andy Holt Tower, or by phone at (865) 974-3466. Please understand that research involving human participants may not be initiated until you receive final written IRB approval.