COLLEGE POLICY: 206

INSTITUTIONAL RESEARCH APPROVAL

This policy is designed to cover college-sponsored research which is defined as research by faculty, departments, divisions or other entities that is used to describe students, services or programs to external audiences or is presented as official college findings. All parties wishing to conduct human-subject research involving the college, its students or its personnel, at or on behalf of the College, must comply with all IRB guidelines, submit a request to the IRB for permission to conduct their study and obtain IRB authorization prior to conducting their studies.

The following are exempt from this policy but are required to notify Institutional Research for implementation purposes if Institutional Research is involved:

- Regular classroom examinations, research assignments, or test studies Faculty research protected by academic freedom
- Survey by academic faculty of their students
- Survey by administrative and executive faculty of academic faculty, students or classified employees

A college research subcommittee shall review and approve or deny all instruments before they are used. This committee shall consist of the Director of Institutional Research serving as the committee chair, or his/her designee, and two academic faculty recommended by the Vice Chancellor for Academics that shall serve a two-year term.

The Office of Institutional Research will provide technical assistance to faculty, departments, divisions, or other entities after their instruments have been approved by the college-sponsored research subcommittee. Non-approved instruments are not college-sanctioned and are not publishable as official college findings.

All instruments approved by the college-sponsored research subcommittee will follow the Code of Federal Regulations governing the protection of human subjects (45CFR46).

External Agency-Requested Research

- The Director of Institutional Research is responsible for coordinating the college's response to external questionnaires and other external data requests that will represent the college's position.
- The Director of Student Services is responsible for coordinating the college's response to requests for current student information.
- The Director of Human Resources is responsible for coordinating the college's response to requests for employee information.
- The Vice Chancellor for Business Services is responsible for coordinating the college's response to requests for information concerning purchasing and financial information including all responses to internal audit

recommendations and follow-up.

- The Director of Financial Aid is responsible for coordinating the college's response to requests for information concerning student scholarships, grants, loans and employment opportunities.
- The Director of the Educational Resources/OER Specialist is responsible for coordinating the college's response to requests for current library information.
- The Director of Information Systems is responsible for coordinating the college's response to requests for information technology and related grants.

Policy History:

March 2, 2021
March 2, 2020

PROCEDURE: 206-1

IRB FORM

1. List names of all investigators, students, or statisticians involved in the study:

2. Department:

3. Title of Project:

4. Project Summary (hypotheses if applicable)

5. Study design (illustrations, schematics, timeline, groups, interventions, etc.)

6. Describe the proposed participants (age, sex, race, or other special characteristics, such as students in a specific class, etc.):

7. Describe how the participants are to be selected/recruited:

8. Describe how the participants are to be selected/recruited:

9. Describe, in detail, the proposed materials & methods in the project. Any proposed experimental activities that are included in evaluation, research, development, demonstration instruction, study, treatments, debriefing, questionnaires, and similar projects must be described here.

10. Will electrical or mechanical devices be used? Yes No (if yes, please describe)

11. Will a computer or internet-based method of collecting or transmitting data be employed?
    ____Yes ___No
    If "Yes", please explain how your study will fulfill the principles of voluntary participation and informed consent.

12. Are the benefits of the research greater than the risks to human participants?
    _____ Yes, the benefits of the research are greater than the risks.
    _____ No, the risks to the participants are greater than the benefits of the research. If "No," please explain

13. Are there any possible emergencies, which might arise in utilization of human subjects in this project? ___Yes ___No

Please describe possible emergencies that might arise and what your plan of response would be. Also, what have you done to minimize the probability of any emergency?

14. Are the benefits of the research greater than the risks to human participants?
    _____ Yes, the benefits of the research are greater than the risks.
    _____ No, the risks to the participants are greater than the benefits of the research.
    If "No," please explain:

15. Are there any possible emergencies, which might arise in utilization of human subjects in this project?
    _____ Yes ____No
    Please describe possible emergencies that might arise and what your plan of response would be. Also, what have you done to minimize the probability of any emergency?

16. What provisions will you take for keeping research data confidential?

Please include all related documents as appendices Informed Consent form.
Subject recruitment advertisements. Questionnaires, etc.
Electrical or mechanical equipment specifications/descriptions utilized.

PROCEDURE: 206-2

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UA Cossatot Institutional Review Board Decision Letter

The Institutional Review Board (IRB) has completed its review of the following project:

Principal Investigator:
Project Title:
Funding Agency (if applicable):
Proposal Number:

The determination of the board is that:

____This project **complies** with the institution's Policy and Procedures regarding use of human subjects in a grant-funded research project (College Policy 306). The project may be conducted as planned subject to continuing review as outlined in the board's procedures.

____This project **does not comply** with the institution's Policy and Procedures regarding use of human subjects in a grant-funded research project. Concerns of the IRB are outlined in an attached document. The Principal Investigator has the right to modify and re-submit the proposal for another review.

_____ _____

Chair, Institutional Review Board Date

Procedure History:
January 11, 2021