

Institutional Review Board Membership Manual

I. Introduction and Definitions

Federal law requires that all research protocols

must review any human subjects research conducted at NIC regardless of outside approval. This includes all research with human subjects conducted at NIC including faculty, staff and/or students as research subjects or by NIC faculty, staff and or students at any location. Research conducted as part of a classroom exercise MAY be exempt from IRB review. However, the IRB Chair or designee must make that decision based upon a protocol review.

According to federal law, an IRB is a requirement for all entities conducting research on human subjects. These terms are defined in the law as follows (46.102, a-j):

Research: *"a systematic investigation, including or not this definition constitute research, whether*

or not they are conducted or supported under a program which is considered research for other purposes."

Human Subjects: *"living individual(s) about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information."*

According to the American Association of Colleges and Universities

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It is well understood that NIC is not a four-year research institution; therefore, the focus of the NIC IRB will be necessarily different than at such universities. The IRB will not, as a unit, seek out opportunities for research, but will exist to review NIC research in order to protect human research participants (whether participation is known or not) at NIC. Examples of common community college research efforts that should be reviewed by an IRB include:

- Research projects with or without funding

- Internal student surveys, whether for the entire student population or a special population
- Internal employee surveys, whether for the entire population or a special population
- External surveys for students or employees may qualify for the IRB exemption process
- Data-informed research projects that use student record-level data to inform the institution about patterns of student behavior such as course success and matriculation studies
- Student research project assignments that involve human subjects for courses such as Psychology, Biology, Sociology, Anthropology, Nutrition, Fitness, and others

Under both federal and college policy, the IRB has the authority to approve proposed research, to require revisions in proposed research to ensure it includes safeguards to protect subjects, or to refuse to approve proposed research if the applicant cannot or will not revise % T e T

III. Membership

The President's Cabinet appoints full-time IRB members, who must have been employed full-time at the time of appointment.

- IRB Chair or designee will

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