

<b>Institutional Review Board (IRB) Procedure</b>	Procedure Number	2.6P
	Effective Date	February 3, 2009

**1.0 PURPOSE**

The role of the Institutional Review Board (IRB) is to protect the rights and welfare of individuals participating in any research activities conducted under the auspices of LCCC. The IRB has the authority to approve, require modifications in, or disapprove all research activities that fall within its jurisdiction as specified by both the federal regulations and LCCC policy. Research that has been reviewed and approved by the IRB may be subject to review and disapproval by officials of the institution. However, those officials may not approve research if it has been disapproved by the IRB. Research that has been reviewed and approved by the IRB is subject to continuing IRB review and must be reevaluated at least annually or more frequently if specified by the IRB.

**2.0 REVISION HISTORY**

Adopted on: 2/3/09

**3.0 PERSONS AFFECTED**

- A. Employees and students of LCCC who engage in human subject and/or scientific research under the auspices of the college.
- B. Individuals from other organizations seeking to conduct research in collaboration with LCCC. See the IRB manuals for more information on research by outside organizations.
- C. All other individuals seeking to conduct research using LCCC resources. Such individuals must have an LCCC sponsor; see the IRB manuals for more information on research by other individuals.

**4.0 DEFINITIONS**

- A. *Human Subject* – A living individual about whom an investigator will obtain for research purposes, either (1) data through intervention or interaction with the individual or (2) identifiable private information.
- B. *Scientific Research* – Any process to discover or create new knowledge through experimentation or studies into natural phenomena, including animal research.
- C. *Auspices of the College* – Research is done under the auspices of the college if the research is conducted by or under the direction of any employee or agent of the college, using any college resource, including students, employees, facilities, property, and electronic and fiscal resources.

## 5.0 PROCEDURE

### A. Membership

- 1) The IRB will be comprised of at least five regular voting members and one ex-officio member, the Manager of Institutional Research or his/her designee.
- 2) The IRB will include at least one member whose primary concerns are in scientific areas and at least one member whose primary concerns are in nonscientific areas.
- 3) The IRB will include at least one member who is not otherwise affiliated with the college and who is not part of the immediate family of a person who is affiliated with the college.
- 4) The Manager of Institutional Research will issue a request for nominations to replace outgoing IRB members. Nominations will be submitted to the Manager of Institutional Research, who will make a recommendation to the Vice President of Instruction for approval.
- 5) The Vice President of Instruction will appoint regular voting IRB members for a term of three fiscal years with reappointment possible. Alternate voting members may be appointed to serve and participate on the IRB in the absence of regular members.
- 6) The terms of regular voting IRB members will be staggered.
- 7) The IRB may solicit ad hoc reviewers with specific expertise to assist in protocol reviews on a case-by-case basis. Ad hoc reviewers may participate, but not vote, in the designated reviews.
- 8) The Manager of Institutional Research will serve as non-voting Chair of the IRB. A Vice-Chair will be elected from the regular voting membership by the regular voting members for a one-year term at the first IRB meeting of the fiscal year, with re-election possible.

### B. Meetings

- 1) Meetings of the IRB will be scheduled as required. Meeting times and locations will be published at least 24 hours in advance of each meeting.
- 2) Three (3) voting members will constitute a quorum. Further, a quorum must include at least one voting member whose primary concerns are in scientific areas and at least one voting member whose primary concerns are in nonscientific areas.
- 3) The Institutional Research (IR) Office will provide staff support to the IRB by recording the minutes of its meetings, providing announcements and agendas for its meetings, serving as a public repository of all IRB correspondence and records, and the like.

### C. Research Application Process

- 1) The IRB will establish a research application process and develop related materials, including manuals for human subject research and for scientific research, application forms, and other resources. The research application process and materials will be reviewed regularly and updated as needed.
  - 2) The IR Office will serve as the first and primary contact point for inquiries and submissions to the IRB. See the IRB manuals for more information on the research application process, forms, and examples.
  - 3) The Manager of Institutional Research will initially screen all research applications for IRB review and convene the IRB as necessary.
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REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Ann Murray, Institutional Research Manager	June 2008
Approval by President's Cabinet		2/3/09
Approval by President		2/3/09