

**THREE RIVERS COLLEGE
GENERAL ADMINISTRATION REGULATION**

Section: 1000 General Administration	
Sub Section: 1100 College Operations	
Title: GAR 1160 Institutional Review Board	Page 1 of 5
Primary Policy: GAP 1160 Institutional Review Board	
References: Code of Federal Regulations; Title 45, part 46.	
Addendum: "Application Form for Consideration of Initial Research Proposal"	
Supersedes: NA	
Responsible Administrator: Chief Institutional Effectiveness Officer	
Initial Approval: 06-21-2017	Last Revision:

Three Rivers College has established an Institutional Review Board (IRB) Regulation to facilitate the review of requests for research studies involving human subjects (students, faculty, and/or staff) from the college. The purpose of this regulation is to provide a comprehensive standard framework for the protection of human subjects of research that may be conducted by students, staff, faculty, and on a limited basis may allow visiting researchers. The intent is to ensure that investigators do not unduly put at risk or harm humans who are the subjects of their research, and that the subjects of such research are aware of their rights as defined herein. The college reserves the right to reject an IRB application without cause.

All persons who wish to conduct research involving human subjects at the college must follow the college process and receive authorization from the Chief Institutional Effectiveness Officer prior to conducting their research. Authorization from the Chief Institutional Effectiveness Officer and in most cases IRB approval shall precede commencement of any work involving human subjects from Three Rivers College. The college IRB process is established to determine and ensure that:

- The welfare and rights of human subjects are adequately protected and informed consent given, if necessary;
- Human subjects are not placed at unreasonable physical, mental, or emotional risk as a result of the research;
- The research outcomes are of significance to the interests of the college;
- The necessity and importance of the research outweighs the risks to the subjects; and
- The researcher(s) is/are qualified to conduct research involving human subjects.

Three Rivers College faculty and staff as well as any other persons desiring to conduct research using college faculty, staff or students as research subjects shall abide by this regulation. This regulation is intended for use by investigators, researchers, and members of college administration or others involved with research involving human subjects at the college. To be considered, the purpose and scope of the research must be deemed to be beneficial to Three Rivers College. If it is determined that an Institutional Review Board (IRB) must be convened, the

**THREE RIVERS COLLEGE
GENERAL ADMINISTRATION REGULATION**

Section: 1000 General Administration	
Sub Section: 1100 College Operations	
Title: GAR 1160 Institutional Review Board	Page 2 of 5
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References: Code of Federal Regulations; Title 45, part 46.	
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Chief Institutional Effectiveness Officer shall convene an ad hoc committee. Upon review of an application in which the applicant is a graduate student of a college or university where an IRB was approved for the purposes of the same said study, the Chief Institutional Effectiveness Officer may accept the IRB from that college if the purpose and scope of the research is deemed to be beneficial to Three Rivers College.

An Institutional Review Board (IRB) is a committee established to review and approve research involving human subjects. The IRB consists of at least five ad hoc members from the college. The members will have varying backgrounds to promote complete and adequate review of research activities commonly conducted by the institution. The purpose of the IRB is to ensure that all human subject research be conducted in accordance with all federal, institutional, and ethical guidelines.

Human subjects' research is:

- a systematic investigation that is time limited;
- designed to contribute to general knowledge of the college;
- often not published outside the college;
- may use approved classroom surveys for internal use only;
- data-gathering for the exclusive purpose of improving the college.

The approval process begins by submitting the Application Form for Consideration of Initial Research Proposal to the Office of Institutional Effectiveness. If the research project is approved to proceed to the next level an IRB Packet must be submitted to the Office of Institutional Effectiveness.

If the investigator has received prior IRB approval from their graduate institution, the Three Rivers College IRB could be waved as long as the research project meets the institutional criteria and the IRB is within one-year of approval. In this case, the Three Rivers College IRB Application must include the complete research proposal documents from the investigators graduate school and the research focus and timeframe must be the same.

The investigator(s) shall contact the Office of Institutional Effectiveness for initial screening and proposal review by the Chief Institutional Effectiveness Officer.

**THREE RIVERS COLLEGE
GENERAL ADMINISTRATION REGULATION**

Section: 1000 General Administration	
Sub Section: 1100 College Operations	
Title: GAR 1160 Institutional Review Board	Page 3 of 5
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- The investigator must complete & submit the initial application for consideration of research to the Office of Institutional Effectiveness.
- The Chief Institutional Effectiveness Officer has the authority to determine if an IRB request will be considered. This decision is based on college priorities as well as project data requirements for the IRB and if the proposal for research is deemed to be beneficial to Three Rivers College.
- The Chief Institutional Effectiveness Officer has the authority to approve the request.
- If the Chief Institutional Effectiveness Officer determines the IRB must review the proposal, an ad hoc committee will be convened to approve, deny, or seek clarification.
- IRB evaluates risks, recruitment, informed consent, data security, privacy, and confidentiality provisions.
- Decisions shall be made within 4 weeks of application submission.
- An IRB decision letter is provided to the investigator by the Chief Institutional Effectiveness Officer.
- If approved, the investigator must communicate ongoing progress to the Office of Institutional Effectiveness. This includes submitting a detailed research plan and, as the research progresses must report on any changes in purpose, scope, or timeline to the original research plan submission.
- Investigator shall submit any data gathered and the final research summary report of findings to the Chief Institutional Effectiveness Officer.

Three Rivers College has established a process for IRB for the identification and minimizing of any potential risks to students. Just about all research involves some risk. It may be physical, social, economic, or psychological in nature. In approving the project, the Institutional Review Board (IRB) will make a determination on the risks involved. The IRB will also assess if the risks have been minimized as much as possible without compromising the validity of the research. The IRB will also analyze the benefits of the research to the college, whether the risk is reasonable in relation to its benefits, whether the selection of the subjects is equitable, if informed consent will be sought, and if there are adequate provisions in place to protect the confidentiality of the subjects.

To ensure students are protected, any research that takes place under the College's auspices must have respect for persons as autonomous agents. Therefore, all subjects must be informed about what participation in the project entails. This requires that the individual subjects must read and sign an

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GENERAL ADMINISTRATION REGULATION**

Section: 1000 General Administration	
Sub Section: 1100 College Operations	
Title: GAR 1160 Institutional Review Board	Page 4 of 5
Primary Policy: GAP 1160 Institutional Review Board	
References: Code of Federal Regulations; Title 45, part 46.	
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informed consent form prior to participating in the study. It is important that the researchers ensure that the potential participants understand what is required of them as research subjects. Federal law requires that individuals 18 years or older are capable of giving informed consent.

Subjects under 18 years of age may participate in the research project only with the signature of the parent or legal guardian in addition to their own signature. This requirement also applies to the filling out of anonymous questionnaires. If children are selected as participants the research must be explained to the minor child by their parent or their guardian in language that they can understand.

There may be times when it is necessary to withhold some pertinent information from the subjects when disclosure of this information would likely impair the validity of the study. In such cases, subjects should be told that they are being invited to participate in research in which some features will not be disclosed until their participation has ended or the research has concluded, whichever is more feasible. However, researchers are not to deceive subjects in anyway regarding the research project as if this is disclosed, would affect their decision to participate.

Three Rivers College protects the confidentiality and anonymity of students. Therefore, it is important that all human subjects involved in research maintain their confidentiality. This is especially important if the research involves asking the participants questions regarding their personal life or other information that the individual does not want to be made public.

The Office of Institutional Effectiveness shall review all instruments used in the research and shall adhere to a regulation of total anonymity. Therefore, the researcher will not have access to the individual's name or other identifiable information, the researcher must tell the individual who will have access to the data, the purpose of the data and how the information thus gathered shall remain confidential.

The Office of Institutional Effectiveness provides oversight for the Institutional Review Board (IRB) process and will provide for the maintenance of records relating to a specific research activity for at least three years after termination of the last IRB. IRB records will be available for inspection and copying by authorized representatives only; and at reasonable times and in a reasonable manner.

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DOCUMENT HISTORY:

06-21-2017: Initial approval of regulation GAR 1160 Institutional Review Board.



THREE RIVERS COLLEGE

APPLICATION FOR CONSIDERATION OF INITIAL RESEARCH PROPOSAL

PRINCIPAL INVESTIGATOR INFORMATION

1. Principal Investigator: _____

Email Address: _____ Phone: _____ Ext: _____

2. Status (check one): Faculty Staff Student
 Other (please explain) _____

3. Have you ever applied for consideration at Three Rivers College previously? Yes No

4. Is this proposal new or revised in response to a previous IRB review? New Revised

5. Has this study ever been a previously approved IRB? Yes No If yes, indicate date of approval _____

6. **PROJECT TITLE:**

7. Primary Purpose of Research: Thesis Dissertation Other: _____

8. Does your study involve the collection of data from a vulnerable population? Yes No

If yes, please specify type of population:

- Children/Minors
- High Risk Students
- Students with Disabilities
- Pregnant Women
- Employees with Disabilities
- Other _____

9. If the study involves risk to subjects, is the risk greater than that incurred in ordinary life or tasks? Yes No

10. Is this study being reviewed by an IRB at another institution? Yes No If yes, indicate name of institution below.

Name of Institution: _____

11. Was this study IRB approved at another institution? Yes No If yes, indicate name and date of IRB approval:

****Documentation of IRB reviews for this study at other institutions must be provided along with this form. Research may not begin until IRB review has been concluded at all institutions involved.***

Note: If an IRB was approved from another institution, please attach the IRB approval letter and research protocol documents

Principal Investigator: _____ **Date:** _____

Office Use Only:

Date of Initial Approval: _____ Committee: Y or N

Approval Date: _____