GOODWIN COLLEGE PROCEDURE

TITLE:	Institutional Review Board for the Protection of Human Subjects in Research

INTRODUCTION STATEMENT:
This document outlines the procedures followed by Goodwin College's Institutional Review Board.

AREAS OF RESPONSIBILITY:
The Office of Institutional Effectiveness organizes and facilitates the College's Institutional Review Board. Members of the IRB are appointed by the Assistant Vice President (AVP) of Institutional Effectiveness in consultation with the Executive Vice-President/Provost and Department Chairs. There will be at least four instructional faculty and one professional non-faculty serving on the board. The AVP will serve as Chair and Facilitator. Members will serve a two-year term. Members cannot serve more than two consecutive terms. The committee will meet every other month to review and refine the process and procedures, receive reports from the chair on exempted research and to conduct full reviews. IRB Membership will be posted on the college's website.

PROCEDURE DETAILS:
There are two levels of IRB research proposal review:

- All Goodwin College researchers (faculty, administrators, staff, or students) must submit a research proposal application with the appropriate attachments to the IRB.
- An **Expedited Review** is completed by the IRB Chair for research that involves only **minimal risk** to the subject or that may be subject to exemption (see below).
- A **Full Review** requires a convened meeting of the IRB, with a majority (75%) of the members present and voting. Full reviews are required when the research procedures involve **more than minimal risks**, collection of information regarding sensitive aspects of the subjects' behavior and any research that does not fall into categories identified as qualifying for exempt or expedited status.
- The typical full review process may require three to four weeks; or longer if revisions are requested by the IRB.

EXEMPTION FROM REVIEW --this determination is made by the IRB, not the researcher **[SEE APPENDIX B FOR FULL DESCRIPTION]:**
Federal regulations dictate that a review is not needed if the research

- Uses existing data from which subjects cannot be identified
- Uses educational tests, surveys, and/or interviews or observations of public behavior unless:
    1. The subjects are identified or identifiable from the data collected
    2. Disclosure of subjects' response could place the subject at risk of criminal or civil liability or be damaging to subjects financial standing, employability or reputation.
- Includes activities such as surveys, classroom tests and questionnaires that are used for program improvement or for educational instruction are exempt from review.
    1. Most nationally normed survey research
    2. Classroom activities that teach research methodologies or simulate research activities.
    3. Activities/data collection conducted to improve the quality of teaching in a particular classroom.
    4. Activities/data collection required for quality assessment or quality improvement, including those designed for programmatic, departmental or institutional evaluation or improvement.

DEFINITIONS:

Benefit: A research benefit is considered to be something of a health-related, psychosocial, or other value to an individual research subject, or something that will contribute to the acquisition of generalizable knowledge. Money or other compensation for participation in research is not considered to be a benefit, but rather compensation for research-related inconveniences.

Human subject: *A* living individual about whom an investigator (whether a professional or a student) conducting research obtains 1) data through intervention or interaction with the individual or 2) identifiable private information. - It encompasses human subjects research conducted nationally or internationally.

- It does not include routine visitor surveys if they are not research, if the results will not be distributed externally, or if they are used solely to evaluate or review a program in order to build a better program, nor does it include research on established educational practices or curricula.

Minimal risks: Those where the probability of harm or discomfort anticipated in the proposed research are not greater, in and of themselves, than those ordinarily experienced in daily life or during the performance of routine psychological or physical examinations or tests

Research: A systematic investigation, including research development, testing and evaluation, designed to develop or contribute to knowledge or understanding about a question. It includes surveys, testing, program evaluation, interviews and focus groups. Research is collecting information (data) on people and using that data in reports presented, published or reported outside of the activity.

Risk: Risk is defined as the probability of physical, psychological, social or economic harm or injury as a result of participation in the study.

HISTORY:

Originally created March 2009; rev May 2010; approved July 26, 2010, effective August 1, 2010 Reviewed and updated November 2015 by the College Committee on Assessment, OIE Review Spring 2016

RESPONSIBLE OFFICE:	Institutional Effectiveness
REVIEW DATE:	Spring 2016

APPENDIX:

Appendix A: Institutional Review Board Proposal Transmittal Form (Website Form)
Appendix B: Request for Exemption
Appendix C: IRB Reviewer Checklist
Appendix D: IRB Review Form