I. Overview:

1. The purpose of the University of Arkansas Community College at Batesville (UACCB) Institutional Review Board (IRB) is to protect the rights and welfare of human subjects while promoting academic freedom of researchers. As an institution of higher learning it is our goal to encourage the exploration of research; however, we strive to protect the rights and welfare of our students, faculty, staff, administration, alumni, board, and community through this process. All decisions made by the IRB are considered final.

2. The procedures of the IRB shall follow the regulations of Federal Code 45 CFR 46 (Title 45: Public Welfare; Part 45: Protection of Human Subjects). The chair of the IRB will be the Vice Chancellor of Research, Planning, and Assessment. Through the chair, the IRB will report to the Cabinet. The Cabinet will have final approval/denial capability of any request made to the IRB based upon the IRB recommendation.

3. All research conducted by, sponsored by, or involving as a subject any member of the UACCB community that involves humans must be reviewed and approved by the IRB prior to the initiation of subject recruitment. The only exemptions to this policy are:

    a. Research activities that are conducted by students within the confines of a course and for the sole purpose of achieving academic goals with the oversight of a faculty member. If a faculty member believes the research being conducted by a student be reviewed by the IRB it is the responsibility of the faculty member to refer the student to the IRB process.

    b. Surveys conducted for the purpose of improving services on campus. These surveys are exempt from this policy and are subject to the UACCB Survey Policy and Procedure. If a survey being conducted contains information on a highly sensitive topic such as gender, sexual abuse, poverty, drug abuse, psychological/mental health, etc., it is the responsibility of the Director of Institutional Research to refer the survey to the IRB prior to approving the survey.

    c. Research involving data obtained from information systems in which no contact with humans is required.

II. Practice

A. Conducting Research

1. Anyone wishing to conduct research as according to this policy must submit an IRB application Form (Attachment A) at least one month (four weeks) prior to the start date of the research.

2. If the research being conducted has been approved through an IRB process at another institution (ie. dissertation research), this does not guarantee IRB approval at UACCB and does not make the researcher exempt from this policy. However, including the IRB paperwork from the other institution will make the IRB process at UACCB much smoother and should therefore be included with the application.

3. Requests will be reviewed by the IRB. Recommendation for approval or denial of the request will be presented by the IRB Chair at the next Cabinet meeting. Final Cabinet decision will be forwarded to the requestor by the IRB Chair.

4. Research proposals must include a set timeline and cannot exceed one year. If research will exceed one year, on-going research must be re-approved by the IRB at the end of the year. Continued research approval is not guaranteed.

5. Data integrity and security is the responsibility of the researcher. Identification information including social security number, student ID, and date of birth must be removed prior to releasing data or reports. In cases where there are fewer than ten people included in a research group or sub-group, any sensitive information may not be released as it is considered identifiable to individuals.

6. Compilation of research data is the responsibility of the researcher. If assistance of the Director of Institutional Research (DIR) is required, it must be requested by email a minimum of two weeks in advance. In the case of IRB approved research the DIR will assist with compilation only. He/she will not be the responsible party for completing the work and will not be responsible for the data or data integrity.

7. A copy of all data collected in any IRB approved research must be provided to the Director of Institutional Research upon completion of the compilation process.

III. Attachements

Attachment A – IRB Application Form

Adopted: February 10, 2016

University of Arkansas Community College at Batesville
Institutional Review Board
Research Application Coversheet

Researcher:_____

Department:_____

Title of

Project:_____

_____

Date of Submission:_____

	Yes	**No**
Are any subjects under 18 years of age?	❑	❑
Is your research on prisoners, pregnant women, or impaired adults?	❑	❑
Is your research on illegal activities such as drug use?	❑	❑
Is your research on private activities such as sexual behavior?	❑	❑
Does your research employ deception/withholding of complete information during initial consent?	❑	❑
Are personal records used without written consent?	❑	❑
Are data from subjects directly or indirectly identifiable?	❑	❑
Are data possibly damaging to subjects' financial standing, employability, or reputation?	❑	❑
Is material obtained by autopsy used in the research?	❑	❑
Are there possible intentions to present/publish the data outside the College?	❑	❑

I have reviewed the following research project and agree that the above answers represent an honest assessment of the research.

Researcher's Signature:_____

Date:_____

Co-Researcher's

Signature:_____Date:_____

Supervisor's

Signature:_____Date:_____

University of Arkansas Community College at Batesville
Institutional Review Board
Research Application Form

1. Researcher Name, Title, and Department	
2. Phone Number	
3. Email	
4. Co-Researcher (if applicable) Name, Title, and Department	
5. Co-Researcher Phone Number	
6. Co-Researcher Email	
7. Project Title	
8. Primary Researcher's Supervisor Name and Email	
9. Purpose of this Study	
10. Subjects Recruitment (who and how). Attach any documentation such as fliers, invitation letters, etc.	

11. Procedures and Data Collection	
12. Risk Assessment (any foreseeable risks to subjects)	
13. Risk Management	
14. Cost and Compensation to the Research Subjects	
15. Benefits Other than Compensation to the Research Subjects	
16. Confidentiality Procedures	

17. Planned Dissemination of Data/Results Outside of UACCB	
18. Informed Consent	Informed Consent is required for all UACCB IRB approved studies. A copy of your informed consent form that will be used in this study must be attached to this application.

Final Checklist:

- ❑ Completed and signed IRB Application Cover Letter
- ❑ Completed IRB Application Form (2 pages)
- ❑ Informed Consent Statement Attached
- ❑ Copies of any recruitment fliers or invitation letters/emails
- ❑ Copy of IRB paperwork from other institution if applicable