Institutional Review Board
247.0
Institutional Effectiveness and Academic Operations

I. Purpose and Scope

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 following the regulations of Federal Code 45 CRF 46 (Title 45: Public Welfare; Part 45: Protection of Human Subjects) and promoting academic freedom of researchers. As an institution of higher learning, our goal is 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 throughout this process. All decisions made by the IRB are considered final.

II. Definitions

UACCB Community – includes any current or former student (credit or non-credit), employee (full-time, part-time, work-study, contingent), board member, alumni, or volunteer engaged with UACCB programs, services, or operations.

Sensitive Topics – topics that could reasonably place participants at risk of criminal or civil liability, damage their employability, financial standing, or reputation, or cause emotional distress. Examples include sexual behavior, illegal conduct, substance use, experiences of abuse, mental health, and other personal matters.

III. Policy

Institutional Review Board Information

The Chair of the Institutional Review Board (IRB) will be the Dean of Institutional Effectiveness and Academic Operations. The Chair will complete IRB professional development every three years. The Administrative Cabinet will serve as the IRB Committee. Through its Chair, the Cabinet will review all IRB requests and recommendations, with final authority to approve or deny any submissions.

Activities Requiring IRB Review

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 before the initiation of subject recruitment. The only exceptions to this policy are:

- 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 students should be reviewed by the IRB, it is the responsibility of the faculty member to refer the students to the IRB process.
- 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 sensitive topics, it is the responsibility of the Director of Institutional Research to refer the survey to the IRB prior to approving the survey.
- Research involving data obtained from information systems in which no contact with humans is required.

Submitting A Research Request

All requests to conduct human subjects research at UACCB must be submitted through the Institutional Review Board Research Application.

Requests must be submitted at least four weeks prior to the proposed start date and must include:

- Study Purpose and Description
- Population to be Studied
- Informed Consent Procedure
- Data Security and Confidentiality Measures
- IRB Approval Documentation from Another Institution, *if applicable*

Institutional Review Board
247.0
Institutional Effectiveness and Academic Operations

The Dean of Institutional Effectiveness and Academic Operations (IRB Chair) will review the submission for completeness and bring requests to the Administrative Cabinet (IRB Committee) for review and determination.

The Dean will provide written notification of the Cabinet's decision (approval, denial, or request for modification) to the requester. No research activities may begin until written approval is granted.

Conducting Research
Once IRB approval is granted, researchers are responsible for conducting the study in compliance with federal, state, and institutional requirements. The following conditions apply to all approved research:

1. Timeline and Extensions
    a. Each research proposal must include a defined timeline and may not exceed one year.
    b. If research will continue beyond one year, the researcher must request re-approval from the IRB before the expiration date. Continued approval is not guaranteed.
2. Data Integrity and Security
    a. The researcher is fully responsible for maintaining the accuracy, confidentiality, and security of all data collected.
    b. Personally identifiable information, including but not limited to social security numbers, student IDs, and dates of birth, must be removed or coded before any data or reports are shared.
    c. If a research group or subgroup contains fewer than ten individuals, no sensitive or identifiable data may be released, as the information may allow individuals to be identified.
3. Use of Institutional Research Support
    a. Compilation of research data is the responsibility of the researcher.
    b. If assistance from the Director of Institutional Research is required, the request must be made in writing (e.g., by email) at least two weeks in advance.
    c. In IRB-approved research, the Director of Institutional Research may assist with data compilation only and will not assume responsibility for completing the work or for the integrity of the data.
4. Submission of Final Data
    a. A copy of all data collected in any IRB-approved research must be provided to the Dean of Institutional Effectiveness and Academic Operations, serving as the IRB Chair, upon completion of the compilation process.
    b. This copy will be maintained for institutional record-keeping purposes only and will not be used for analysis or dissemination unless specifically authorized by the researcher and the IRB.

Records and Data Retention
To ensure compliance with federal regulations and institutional standards, UACCB will maintain records related to IRB-approved research as follows:

1. Retention Period
    a. All IRB applications, approval letters, correspondence, and final data sets provided to the IRB Chair will be retained for a minimum of three (3) years following the completion of the research project.
    b. If federal or sponsor requirements dictate a longer retention period, the longer period will apply.
2. Storage and Confidentiality
    a. IRB records will be stored in a secure institutional repository, accessible by the IRB Committee.
    b. Electronic files will be stored in a secure, access-controlled folder. Paper files, if any, will be kept in a locked cabinet within a secure office environment.
3. Destruction of Records
    a. After the retention period has expired, records will be securely destroyed in a manner that preserves participant confidentiality.

   b. Paper records will be shredded, and electronic records will be permanently deleted from institutional systems in compliance with applicable data destruction standards.
4. Access to Records
   a. Requests for access to IRB records may be granted to institutional officials, auditors, or regulatory agencies as required by law or institutional policy.
   b. Requests from other parties will be reviewed by the IRB Chair in consultation with the Administrative Cabinet to ensure compliance with privacy, confidentiality, and legal requirements.

IV. Related Information

Federal Code 45 CFR 46 (Title 45: Public Welfare; Part 45: Protection of Human Subjects)
UACCB Policy 205.1 – Administrative Cabinet
UACCB Policy 245.0 – UACCB Survey Policy and Procedure
UACCB Institutional Review Board Research Application
Attached Appendix – Questions Included in the UACCB Institutional Review Board Application

V. Revision History

Effective Date: February 10, 2016
Revised Date: September 10, 2025

Institutional Review Board
247.0
Institutional Effectiveness and Academic Operations

Appendix - Questions Included in the UACCB Institutional Review Board Application

Researcher Information

1. Primary Researcher Name
2. Title and Department
3. Institutional Affiliation
4. Phone Number
5. Email Address
6. Do you have a co-researcher?
7. Co-Researcher Name
8. Co-Researcher Title and Department
9. Co-Researcher Institutional Affiliation
10. Co-Researcher Phone Number
11. Co-Researcher Email Address
12. Does this project require a supervisor?
    For the purposes of this application, a supervisor is an individual who provides academic or institutional oversight of your project, such as:
    a. A faculty member overseeing a course-based research project.
    b. A dean, program director, or department chair supervising research as part of a degree program.
    c. An institutional sponsor for student or employee research.
13. Supervisor Name
14. Supervisor Title/Role
15. Supervisor Department
16. Supervisor Institutional Affiliation
17. Supervisor Email Address
18. Please confirm that your supervisor is aware of and supports this research project.

Project Overview

19. Project Title
20. Purpose of Study
21. Planned Start Date
22. Planned End Date

Study Population and Recruitment

23. Who will be recruited?
24. Please describe the recruitment method.

Research Methods and Data Collection

25. Procedures and data collection methods.
26. Will your research involve any of the following:
    a. Subjects under 18 years of age
    b. Prisoners, pregnant women, or impaired adults

c. Research on illegal activities (e.g., drug use)
d. Research on private activities (e.g., sexual behavior)
e. Use of deception or withholding information during initial consent
f. Use of personal records without written consent
g. Data that are directly or indirectly identifiable
h. Data that could damage financial standing, employability, or reputation
i. Use of material obtained by autopsy
j. Intention to present/publish data outside of UACCB

Risk and Benefits

27. Risk Assessment (foreseeable risk to subjects)
28. Rist Management (how risk will be mitigated)
29. Cost and/or Compensation to Subjects (if any)
30. Benefits to Subjects (other than compensation)

Confidentiality and Data Handling

31. Confidentiality Procedures (how identifiable data will be secured)
32. Planned dissemination of data/results outside UACCB

Certification and Signature

33. By submitting this application, I certify that:
    a. The information provided is accurate and complete.
    b. I will comply with all federal, state, and institutional requirements regarding human subjects research.
    c. I will not begin research until I have received written IRB approval.

    If you agree, please type your name below
34. Do you have a co-researcher listed on this application?
35. By submitting this application, I, the co-researcher, certify that:
    a. The information provided is accurate and complete.
    b. I will comply with all federal, state, and institutional requirements regarding human subjects research.
    c. I will not begin research until I have received written IRB approval.

    If you agree, please type your name below
36. Do you have a supervisor listed on this application?
37. By submitting this application, I, the supervisor, certify that:
    a. I am aware of and support this research project.
    b. I have reviewed the information provided by the researcher to the best of my ability.
    c. I will provide appropriate academic or program oversight, as applicable, during the conduct of this project.
    d. I understand that no research activities may begin until written IRB approval is received.

    If you agree, please type your name below
38. I understand that for my application to be considered, I must submit the following documentation to the Dean of Institutional Effectiveness and Academic Operations via email at tiffany.guinnip@uaccb.edu.