

WESTERN NEBRASKA COMMUNITY COLLEGE

Administrative Procedure

TITLE:	Institutional Review Board (IRB)
CATEGORY:	General Institutional
DIVISION:	Institutional Research
REFERENCE:	BP-711, Institutional Review Board Policy Nebraska Revised Statute 85-960.01 Community colleges; applied research activities permitted. U.S. Department of Health and Human Services (HHS), the Office for Human Research Protections (OHRP) 45 CFR 46, Subparts A, B, C, and D, the Food and Drug Administration (FDA) 21 CFR Parts 50, 56, 312
NUMBER:	AP-711
DATE OF REVIEW:	November 18, 2020
APPROVAL:	Carmen Simone, President

Per Board Policy (BP-711), Western Nebraska Community College (WNCC) shall utilize an Institutional Review Board (IRB).

The IRB is tasked with the responsibility of assuring that the following are met:

- All risks have been identified and minimized.
- The potential for benefit has been recognized and maximized.
- All participants are provided with substantial information about the study.
- All participants formally agree to be a subject in the research.
- Any research is conducted ethically.
- Any research is conducted in compliance with federally established rules and regulations

IRB Appointment and Duration of Service

The IRB shall be composed of a minimum of five (5) members who are faculty or staff members of WNCC and who have knowledge and background related to research.

The members of the IRB will be appointed by the College President to serve one-year, renewable terms.

The Director of Institutional Research will serve ex-officio and advisory to the IRB and shall be responsible for convening meetings of the IRB.

IRB members will choose a Chair from the membership. The Chair, once selected, may hold this position for multiple years in order to provide consistent leadership to the group.

Guidelines and Timeline

Individuals seeking to conduct research must submit proposals to the IRB at least one month before the proposed beginning dates of the projects. The required IRB review must be completed prior to solicitation of participants and/or data collection. The IRB reserves the right to approve, require modification, or disapprove of any research activities proposed in conjunction with the College.

An IRB decision to approve or reject the project proposal will be based on the following criteria:

1. All appropriate approvals and signatures have been obtained for the proposal.
2. The proposal provides a strong rationale for conducting research in addition to how it aligns with the mission, strategic goals, or primary initiatives of the College.
3. The project would not violate ethical research practices.
4. A clearly defined plan regarding the management of identified risks has been supplied.
5. The proposal defines plans for storage and dissemination of data.

Following an initial review of the application describing the research project, a proposal may be determined to be:

- a) Exempt from further review.
- b) Eligible to undergo an Expedited review.
- c) Subject to Full Review by the convened IRB.

Record of the decision will be maintained in the Office of Institutional Research.

The IRB will notify the researcher of its decision no later than four (4) weeks following the proposal submission. A copy of the final study must be submitted to the IRB no later than two weeks after the completion of the project.

Revising this Procedure

This Administrative Procedure supersedes any prior WNCC policy, procedure, guideline, or handbook on this subject matter.

WNCC reserves the right to revise this procedure, as necessary, and for the changes to become effective immediately.

Original Adoption Date: November 18, 2020

Revision Date:

Sponsoring Division: Student Services