The Institutional Review Board Charter Policy

This Charter policy establishes the authority, scope, responsibility and composition of the Institutional Review Board (IRB) of South Louisiana Community College (SLCC).

The Institutional Review Board (IRB) ensures the protection and welfare of human subjects involved in research supported by, conducted at, or associated with the College. The specific procedures, reporting and responsibilities involved in this activity are outlined in the IRB Standard Operating Procedures manual. This manual is reviewed periodically, at the direction of the Associate Vice Chancellor of Institutional Effectiveness, in conjunction with the Chairperson of the IRB to ensure its procedures are in alignment with best practices and the federal regulations.

Specifically, the IRB will:
1. Ensure all human subject research conducted at the College is administered in accordance with federal regulations and the College’s established human subject research procedures and guidelines.
2. Review and approve all proposals for research involving human subjects supported by, conducted at, or associated with the College;
3. Confirm that the required elements of informed consent are included in research proposals;
4. Conduct continuing review of all approved research at least once annually; and
5. Maintain a master list of all open research projects.

Membership and Selection
The Institutional Review Board will be appointed by the Chancellor. The IRB will be composed of at least five (5) specialist members and a Chairperson. All will be qualified to serve due to their select expertise in a broad range of areas of research and their respect for the rights and welfare of human subjects. The Committee reports to the Associate Vice Chancellor of Institutional Effectiveness.

Each appointed member will serve will serve for three consecutive years. Appointments will be staggered to ensure that experience is retained at all times in the board. The Chair and founding members of the initial Committee will be recommended by the Associate Vice Chancellor of Institutional Effectiveness and approved by the Chancellor. Future vacancies will be filled by a process of recommendation and appointment as needed.
Meetings and Minutes
The Associate Vice Chancellor of Institutional Effectiveness will direct the Chair to call the initial meeting within the first month of the new Academic Year with each new committee. The committee will determine, at this meeting, a timetable of meetings that are subsequently published to accomplish the projected responsibilities of the Committee. Additional meetings may also be called by the Chair as required to ensure all research approval applications or other matters are addressed in a timely manner and transacted.

Minutes of meetings will be prepared by a selected member of the committee (the recorder) and after appropriate committee approvals, the final minutes and supporting documents will be submitted to the Office of Institutional Excellence for further processing. Electronic versions of all the approved materials must also be submitted to the Office of Institutional Excellence for posting on the internal SharePoint site.

Reports
The Chair of the Committee will prepare and submit the required reports as published in the IRB Standard Operating Procedures documenting the progress of the committee, with copies to all the Committee members and a copy to the Associate Vice Chancellor of Institutional Effectiveness and the Office of Institutional Excellence for posting on the SharePoint site.

Consultative Role
The members of this committee, as college specialists in human research, may be requested by the Associate Vice Chancellor of Institutional Effectiveness to provide specialized advice in relation to the college concerning select research matters.

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<th>Reviewing Committee/Entity</th>
<th>Review Date(s)</th>
<th>Approval Date</th>
<th>Effective Date</th>
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<td>x Committee for Institutional Policy Review</td>
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<td>Rev 1, 04/05/2018, Rev 2, 06/07/2018</td>
<td>Rev 1, 04/13/2018, Rev 2, 06/28/2018</td>
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Chancellor's Signature/Approval
SIGNATURE:  
Natalie J Harder, Ph.D.
Chancellor
DATE: 07/24/2018

Final Distribution:
Distribution: Electronic: posted to College's website and sent via email to College personnel
Hard copy: Original to Executive Assistant to the Chancellor for Master Policy Binder, copy to Chair of Committee of Institutional Policy Review
Institutional Review Board Application Review Process

Purpose
In accordance with the College’s Institutional Review Board Charter, the Institutional Review Board (IRB) ensures the protection and welfare of human subjects involved in research supported by, conducted at, or associated with the College.

Specifically, the IRB will:

1. ensure all human subject research conducted at the College is administered in accordance with federal regulations and the College’s established human subject research procedures and guidelines;
2. review and approve proposals for research involving human subjects supported by, conducted at, or associated with the College;
3. confirm that the required elements of informed consent are included in research proposals;
4. conduct continuing review of all approved research at least once annually; and
5. maintain a master list of all open research projects.

Guidelines and Procedures
1) South Louisiana Community College Review Board (IRB) approval is required before human subject research can begin, including approval for participant recruitment.

2) The SLCC IRB does not have the authority to grant access to student records or personal student information, and therefore, IRB approval does not obligate the College or its employees to release such information to the researcher.

3) Applications should be submitted to the current IRB Chair at least four (4) weeks before the end of the fall or spring semesters only; generally, applications will not be accepted between semesters or during the summer session. Applicants should expect the approval process to take at least one month from the date the completed application is submitted.

4) Applicants doing research as a requirement of a graduate program must submit IRB approval from the college/university with which they are affiliated, in order for their application to be reviewed by the SLCC IRB.

5) Studies that are determined by the Chair to require review by the full IRB will be reviewed by all members of the IRB. The majority of IRB members must approve the research before final approval of the research is granted. The Primary Investigator (PI) of the study may be required to meet with the IRB.

6) Studies that qualify for approval under expedited review are thoroughly reviewed by either the IRB Chair and two other IRB members or three experienced IRB members designated by the Chair. See “Expedited Review” Section in the Standard Operating Manual for specific procedures.

7) Researchers are required to notify the IRB Chair in writing when the research has been completed. Any research that continues beyond one year since original approval must be resubmitted for approval before the end of each year.
Application for Research

The following must be included in the Research Application:

A. Face page -
   1. Title of Research Study
   2. Principal Investigator (PI) with Contact Information
   3. Co-Investigators with Contact Information, if applicable
   4. Name of Faculty Advisor, if applicable

B. IRB Approval from University/College -
   (For Applicants Doing Research as a Requirement of a Graduate Program only)

C. Project Description -
   1. Brief description of the purpose, background, and methodological design of the study
   2. Estimate of how much time will be requested of each participant
   3. Description of inclusion and exclusion criteria for subjects
   4. Description of instances in which confidentiality will or may be broken

D. Data Collection -
   1. Description of the setting or location where the research will be conducted
   2. If applicable, attach letters of support or agreement showing permission to conduct research at this location
   3. Copies of all surveys, instruments or measures, questionnaires, interview schedules, focus group questions, screening questions or other materials used to collect data as applicable

E. Risks to Participants -
   1. Description of any potential benefits for participating (including incentives of any type)
   2. Description of steps to be taken if the participant becomes upset or distressed as a result of his/her participation in the research
   3. Description of any potential risks to the participants as a result of participation in the research

F. Informed Consent -
   Include all forms used to document informed consent and agreement to participate in research

G. Advertisements/Recruitment Letter(s)/Telephone Scripts/Instructions to Participants
   Include copies of any of these listed above, if applicable

H. Debriefing Script (Applicable if Deception is used)

I. Copy of NIH Office of Extramural Research Online Human Subjects Certification
   Each PI and Co researcher must demonstrate they have completed basic human research training either by NIH or an accepted alternative.

J. Reporting Requirements
   Include signed statement that the Principal Investigator will:
   1) report to the IRB Chair in writing when the research has been completed and
   2) resubmit for approval any research that continues beyond one year since original approval before the end of each year
K. Funding Source
Description of any potential financial or professional interest by a funding source in the outcome of the research

Expedited Review Procedure
The College may use the expedited review procedure to approve certain protocols that involve no more than minimal risk to the human subjects and the only involvement of the subjects will be in one or more of the following categories:

1. The study of existing data, documents, or records; and/or
2. Research on individual or group behavior or characteristics of individuals where the research investigator does not manipulate subjects' behavior and the research will not involve stress to subjects.

Studies that qualify for approval under expedited review are thoroughly reviewed by either the IRB Chair and two other IRB members or three experienced IRB members designated by the Chair to conduct the review. The IRB members conducting the expedited review may exercise all of the authorities of the IRB except to disapprove the research. As deemed necessary, the reviewers may refer any study to the full IRB for review. The reviewers may also refer other research protocols to the full IRB whenever the reviewers believe a full IRB review is warranted.

When the expedited review procedures are used, the IRB Chair or members conducting the review shall inform IRB members of studies that have been approved under the provisions of the expedited review procedure. Any member may request that a study that has been approved through the expedited procedure be reviewed by the entire IRB. A vote of the members will be taken concerning the request, and the majority will decide the issue.

Reference: