

Policy No.

BOSSIER PARISH COMMUNITY COLLEGE

Policy & Procedures

Title:	Institutional Review Board for Research Policy
Effective Date:	September 2010
Cancellation:	
Division:	Academic Affairs

Policy Statement

See Attached.

Approved:

Institutional
Review Board *Committee Chair*
College
Committee
(if
applicable)

The image shows three handwritten signatures in black ink. The first signature is on the left, above a horizontal line, and is labeled "Committee Chair". The second signature is in the middle, above a horizontal line, and is labeled "Vice Chancellor". The third signature is on the right, above a horizontal line, and is labeled "Chancellor".

Review Process: Deans

Distribution Process: All faculty

Bossier Parish Community College
Purpose of Institutional Review Board for Research Committee

Policy for Research Review

The primary mission of Bossier Parish Community college is instruction, and the principal responsibility of the College is teaching. The College, however, supports and encourages its faculty to engage in research and professional enhancement. Faculty members are urged to pursue a full array of professional endeavors, including attending meetings of learned societies and associations, participating in professional organizations related one's academic field and researching in their chose discipline.

All research performed by members of the College community should meet current guidelines for ethical and informed practice in their particular field of study. Each academic division is represented on the Institutional Review Board for Research committee and faculty members undertaking a research project should consult their representative to discuss potential problems or issues. A member of the Student Affairs Division serves as an ex-officio member of the committee. Each research project must be submitted, with appropriate documentation, to the committee for research review prior to the commencement of the project.

Support for research design and support for grant preparation may be obtained through the Office of Institutional Research and Grants. Forms needed for research review are available on Blackboard or from the Office of Institutional Research and Grants.

**Bossier Parish Community College
Procedures for Institutional Review Board (IRB)**

1. Review Form. Use Guidelines for Institutional Review Board (on the following page) to determine if treatment is being performed. If no treatment is being performed, submit the Participants **EXEMPTION** Review Form. If treatment is being performed, submit the Participants **TREATMENT** Review Form.
2. You must submit the following:
 - a. Written responses to the appropriate (**EXEMPTION** or **TREATMENT**) review form must be submitted prior to beginning your research
 - b. A copy of the informed consent form used in research with subjects
 - c. Copies of all data collection instruments
 - d. An explanation of the research, the design, and its purpose
 - e. For thesis or dissertation research only:
 - i. The cover to the prospectus, **signed by all committee members**
 - ii. The methods chapter or description

Items a, b, c, & d from above must be submitted together to the Committee for approval prior to collecting data.

3. The Committee will review and either approve or disapprove the research. Please allow about three weeks for the committee to review your proposal if during a semester. If between semesters, allow three weeks from the beginning of the next semester.
4. The Committee will notify the researcher as quickly as possible of the committee's decision. If the research is disapproved, the committee may suggest remedies that would enable approval. As soon as notified of committee approval, the researcher may begin data collection.

GUIDELINES

Research proposals considered for **EXEMPTION** category include:

- Research involving surveys, interviews, or observation of each participant's behavior
- Research conducted in established educational settings involving normal educational practice such as comparison among curricula, instructional strategies, or classroom management methods
- Research involving use of educational tests
- Research involving the collection or study of existing data, documents, and records

Use **EXEMPTION** form if research meets all following conditions:

- No treatment is associated with participants in the investigation,
- Appropriate established procedures to assure anonymity,
- Confidentiality clearly explained in the informed consent form for subjects, and
- Participants are exposed to no more than minimum risk.

The Institutional Review Board for Research Committee confirms whether or not a proposed research is exempt.

Bossier Parish Community College
Participants Treatment*
Review Form

I. Researcher Name(s)_____

II. Research Proposal Title_____

Please summarize your research in 250 words or less.

IV. Step-by-step outline of treatment procedures (attached, typed)

V. Describe any potential risks to subjects and what steps you plan to implement to minimize risks.

VI. Describe any benefits or compensation subject may receive for participation.

Institutional Review Board Committee Action: __Approved __Disapproved

Signature of Institutional Review Board Committee Chair: _____

Date: _____

*Use guidelines in procedures to determine if treatment used. If no treatment, complete the BPCC Participants *Exemption* Review Form.

Bossier Parish Community College
Participants **Exemption*** Review Form

Researcher Name(s) _____

II. Research Proposal Title _____

III. Exemption must meet all the following conditions:

- a. No treatment is associated with participants in the investigation,
- b. Appropriate established procedures to assure anonymity,
- c. Confidentiality clearly explained in the informed consent form for subjects, and
- d. Subjects exposed to no more than minimum risk.

The Institutional Review Board for Research Committee determines whether or not a proposed research is exempt. Research proposals considered for this category include (check all that apply for your research):

- _____ research involving surveys, interviews, or observation of each participant's behavior.
- _____ research conducted in established educational setting involving normal educational practice such as comparison among curricula, instructional strategies, or classroom management methods.
- _____ research involving use of educational tests.
- _____ research involving the collection or study of existing data, documents, and records.

IV. Please summarize your research in 250 words or less.

Institutional Review Board Committee Action: __Approved __Disapproved

Signature of Institutional Review Board Committee Chair:

Date: _____

*If treatment, complete the BPCC Participants *Treatment* Review Form.

**Participants Informed Consent Form Guidelines for
Literate Adult Subjects**

Informed consent form for subjects who are literate and above 3rd grade reading level. The consent form must be comprehensible to subjects who will read it and include:

- a. A statement of the purpose of the research**
- b. An explanation of all aspects of the research that might reasonably be expected to influence subject's willingness to participate including any possible negative consequences of participation.**
- c. An explanation of all other aspects of the research about which the subject may inquire.**
- d. A statement that the subject may withdraw from the research at any time without penalty.**
- e. The researcher's name and his/her contact phone number and, if a student researcher, the major professor's or instructor's name and phone number.**
- f. A place for subject's signature and date.**

**Participants Informed Consent Form Guidelines for
Low Reading Comprehension and Minor Subjects**

1. Informed consent for minors required for subject and for subject's parent/guardian.
 - a. Parent or guardian informed consent form to be submitted for ALL subjects less than 18 years of age.
 - b. Minor subject's informed consent form written on the comprehension level of the minors who are subjects.
 - i. Must be comprehensible either when read by subjects or read to subjects (see 2.1 & 1.2.2 for reading comprehension stipulations).
 - ii. Exempt minors - babies or those whose oral comprehension level is too low to understand the form do not sign a consent form. The parent or guardian signed consent form is sufficient.
2. Informed consent form for illiterate or low-reading comprehension subjects.
 - a. Submit the consent form that will be read verbatim to subjects who are either illiterate or have 3rd grade or lower reading comprehension level.
 - b. The scripted consent form must be comprehensible to subjects who hear it and include:
 - i. A statement of the purpose of the research.
 - ii. An explanation of all aspects of the research that might reasonably be expected to influence subject's willingness to participate including any possible negative consequences of participation.
 - iii. An explanation of all other aspects of the research about which the subject may inquire.
 - iv. A statement that the subject may withdraw from the research at any time without penalty.
 - v. The researcher's name and his/her contact phone number and, if a student researcher, the major professor's or instructor's name and phone number.
 - vi. A place for subjects signature and, if subject uses a mark, a place for the signatures of two witnesses not affiliated with the research.