**GUIDE TO TCC INSTITUTIONAL REVIEW BOARD PROCESS**

The purpose of the TCC Institutional Review Board (IRB) is to **assure protection of human subjects involved in research** conducted by members of the TCC Community and others who want to do research within our community.

**Research is defined** as “systematic investigation of human subjects, including research development, testing and evaluation, designed to develop or to contribute to generalizable knowledge.” Data gathering from human subjects intended for internal institutional assessment does not require IRB approval if the data will not be published or shared outside the institution. When in doubt, consult the College/School IRB Representative (Dean of Organizational Learning & Effectiveness).

**IRB Membership**

The Dean of Organizational Learning & Effectiveness appoints representatives for a two-year term from the college community that is representative of the various divisions. The IRB Committee will be chaired by the Dean of Organizational Learning & Effectiveness.

**Types of Research**

Three Types of Research with Human Subjects Reviewed by the IRB

1. *Exempt Research*—involves no personal risk of physical, psychological, or social harm. (e.g.: educational testing, surveys, interviews, observations—if subjects cannot be identified.) Approved by College/School IRB Representative.
2. *Expedited Research*—involves no more than minimal risk. (e.g. collection of data from voice or video recordings, moderate exercise by healthy volunteers.) Approved first by the College/School IRB Representative.
3. *Research Requiring Full Board Review*—involves more than minimal risk. Approved by the Full Board.

**Who Must Apply for IRB Review?**

* All faculty and other employees conducting research with human subjects.
* Graduate students doing masters theses or doctoral dissertations involving human subjects.
* Students conducting research that does not fulfill requirements of a course.
* Students conducting research that fulfills requirements of a course, other than thesis or dissertation, and that falls under the expedited review or full board review categories.

Note: Student research that fulfills requirements of a course and falls under the exempt category and will not be published or presented outside the classroom does not have to be submitted to the IRB for review. The instructor of the course has the following responsibilities:

* 1. Explaining the Protection of Human Subjects in Research policy and procedures, (b) submitting to the College/School IRB Representative a syllabus that explains student participation in research, (c) protecting the human subjects affected by the course work.

(b) Non-TCC researchers wishing to conduct research involving human subjects at TCC or its affiliated campuses and locations must request TCC IRB approval that includes in the application documentation of IRB approval from their home institution before the research can begin.

**The Application for IRB Review**

The following materials must be submitted as part of the Application:

1. *Application for Institutional Review Board Form*
2. *Research Protocol*. The research protocol may include the following:
	* Thesis or dissertation proposal
	* Excerpts of relevant grant applications and with additional information added to meet IRB requirements
	* An expanded version of information provided on the Request for Approval of Research Form
3. *Informed Consent Documents*
4. *Instruments Used for Data Collection.* Instruments may include the following:
	* Surveys
	* Interview questions
	* Forms on which data is recorded

**IRB Approvals**

The office for the Dean of Organizational Learning and Effectiveness will send a letter to the researcher(s) notifying them of the decision of the committee. Copies of the consent form and other communications to the study subjects will be maintained in the office for the Dean of Organizational Learning & Effectiveness. **Research cannot begin until the PI has received the aforementioned documents.**

IRBs must be filed in the office for the Dean of Organizational Learning & Effectiveness to keep track of submissions and communications.