

NORTHLAND COMMUNITY & TECHNICAL COLLEGE

3470 Institutional Review of Human Subject Research Conducted at Northland Community and Technical College

All research involving human subjects at NCTC must have prior approval of the Institutional Review Board. This includes research conducted by employees and students of NCTC and outside researchers.

The scope of the Institutional Review Board's (IRB) charge is broad. Generally, any College research that uses humans, human tissue, surveys of human subjects, or human subjects' records requires IRB review, irrespective of its funding source.

Scope of review

IRB review and approval is required for any research involving human subjects that:
is conducted by College faculty, staff, or students;

- § is performed with or involves the use of facilities or equipment belonging to the College;
- § involves college students, staff, or faculty;
- § satisfies a requirement imposed by the College for a degree program or for completion of a course of study; or
- § is certified by a dean or department head to satisfy an obligation of a faculty appointment at the College, including clinical or adjunct appointments.

Research conducted by NCTC students--the faculty responsibility

Independent class projects, research projects, and similar exercises must be independently submitted to the IRB by the student-researcher. However, when students conduct research as part of a course of study, *a faculty member ultimately is responsible for the protection of the subjects*, even if the student is the primary researcher and actually directs the project. Advisers shoulder the responsibility for students engaged in independent research, and instructors are responsible for research that is conducted as part of a course.

During the design of a project, advisors and faculty members should instruct students on the ethical conduct of research and help them prepare applications for IRB approval. In particular, students should:

- § understand the elements of informed consent,
- § develop a readable consent form
- § plan appropriate recruitment strategies for identifying subjects,

- § establish and maintain strict guidelines for protecting anonymity and confidentiality, and
- § allow sufficient time for IRB review and completion of the project.

As assurance that the College's guidelines will be followed, the adviser or instructor is required to sign the student's application for IRB approval.

After IRB approval, faculty members should take an active role in ensuring that projects are conducted in accordance with the IRB's requirements. Meeting periodically with students to review their progress is one way to meet this responsibility.

Research conducted in college courses

Courses in research methods and class assignments that involve research with human subjects require IRB approval even if the class exercise does not seem to qualify as "true research": when, for example, the results are not intended for publication, will not advance work in another area, or will not contribute to generalizable knowledge. The IRB reviews research for risk assessment and provisions for informed consent.

NCTC-IRB Composition

The IRB consists of five faculty members (a chair and two members from each campus), an administrator, and two outside members (for non-expedited reviews). Others may be invited in cases where it is warranted. These guidelines are based upon Federal guidelines guiding IRBs (Penslar, 2001).

For the procedures and forms, please refer to the NCTC-IRB web page.

1st Read at AASC 11/18/09

2nd Read at AASC 1/20/10