

**Title of Policy:** Institutional Review Board Policy

**Effective Date:** October 19, 2022

**Implementation Date:** October 20, 2022

**Originator/Division:** Office of the President

**Proposed by:** Vice President, Institutional Effectiveness, Research, and Planning

**Policy** (Check one.)

New  Revised

**Applies To:**

Faculty  Staff  Students

Division/Department  College

### **Policy**

Research activities involving the use of human subjects are to be reviewed and approved by an Institutional Review Board (IRB) before data collection can begin. Investigators may not solicit subject participation or begin data collection until they have received written approval from the IRB.

Baltimore City Community College (BCCC) will establish and maintain an IRB to review proposals for research submitted by members of the College, affiliated persons, individual researchers, or organizations that involve BCCC's information, staff, faculty, and/or students. The IRB serves to protect the rights and welfare of human subjects from any harmful aspects of proposed research involving data collection that may affect the subjects, affiliated organizations, or the integrity of the institution.

### **Federal Regulations**

In 1974, the National Research Act was passed to curtail or mitigate concerns about ethics violations and disregard for human subjects. This law created the National Commission for the Protection of Human Subjects. The Code of Federal Regulations (CFR) Governing the Protection of Human Subjects in Research includes the two regulations noted below.

- a) Basic Department of Health and Human Services (DHHS) policy for the protection of human research participants: Code of Federal Regulations (CFR) Title 45, [Part 46](#)
- b) Protection of Human Subjects: CFR Title 34, Subtitle A, [Part 97](#)
- c) Student Rights in Research, Experimental Programs, and Testing: CFR, Title 34, [Part 98](#)

## Proposed Research

Proposed research projects will be designated as Exempt, Expedited, or Full Board Review status. Established criteria for each category will be made available to the Principal Investigator (PI). These criteria will be used to differentiate research proposals for maximum processing efficiency.

### Exempt

Projects that generate data that will not be used beyond the classroom, are for internal institutional use only, and/or are mandated for reporting to state, federal, or other oversight bodies are likely to be identified as Exempt.

### Expedited

Research proposals that involve minimal risks to human subjects would qualify for Expedited Review and require limited review and follow-up.

### Full Board Review

Research proposals that may involve greater risks to human subjects will be identified for a thorough Full Board Review.

The IRB will ensure that research conducted at BCCC meets high standards of quality and rigor, safeguards the privacy and safety of participants, is consistent with the mission and goals of the College, and minimizes the burden from such research on the College community.

An essential function of the IRB is to review proposed research projects to determine if participants in the studies will be at any physical or mental risks, and if risks are involved, to certify that the following conditions are met.

- a) Risks to participants are minimized.
- b) Participants in the study (and their guardians if applicable) are fully aware of the risks and know that they may withdraw from the study at any time without any form of penalty.
- c) The risks to the participants do not outweigh the sum of the benefits to the participants and the importance of the knowledge to be gained warrants a decision to allow the participants to voluntarily accept these risks.
- d) The rights and welfare of any such participants are protected.
- e) Legally effective, informed consent is obtained by adequate and appropriate methods in accordance with the provisions delineated in CFR Title 45, [Part 46](#).
- f) Conduct of the activity is reviewed at intervals determined by the IRB.

Requests to conduct surveys or focus groups, either in person or virtually, with BCCC students, faculty, staff, and/or alumni shall fall under the purview of the IRB. The IRB may grant approval if it determines the survey supports the College's mission and goals. The IRB has the right to reject surveys or require a change in the timeline so that the survey's administration does not conflict with other academic calendar or instructional priorities. The IRB may request that surveys be combined or request additional review from subject matter experts.

## **Institutional Review Board Structure**

The IRB will meet to review research proposals, conduct other business matters under the purview of the Board, and render decisions on research proposal status designation and approval status of proposed projects before the board. The IRB will maintain a publicized calendar in which meetings are conducted for review of submitted proposals.

The IRB will consist of individuals from faculty, staff, students, and the community, in addition to the Chair, to ensure representation of areas fundamental to data collection as well as potential subjects. IRB members will be required to complete online federal training periodically. In accordance with CFR Title 45, section 46.107(e), the IRB may “in its discretion, invite individuals with competence in special areas to assist in the review of issues that require expertise beyond or in addition to that available on the IRB. These individuals may not vote with the IRB.”

## **Related College Policies**

- a) Federal Family Educational Rights and Privacy Act (FERPA)
- b) BCCC Social Media Policy
- c) Telecommunications Use Policy

Approved by the Board of Trustees October 19, 2022