IRB Guidelines
Updated April 2022

I. Introduction
   a. Purpose of the IRB
      i. To make sure that scholarly research conducted at Tri-C is carried out in a way that does not harm, physically, mentally, or socially, any persons who participate
      ii. To make sure that research conducted at the college is carried out in such a way as to advance knowledge in a way which is consistent with the College's mission and vision
      iii. In order to carry out this role, the IRB reviews all proposals involving research involving the use of human subjects

II. Activities of the IRB
   a. Approval process
      i. Who is on the committee
         1. Currently consists of 5 members
         2. 3 faculty and 2 administrators
      ii. Who must submit a proposal
         1. Any person conducting research involving human subjects that is not being conducted as a normal part of the college's analysis and evaluation process
            a. This includes all scholarly research projects conducted in pursuit of a college degree or other credential
         2. All research involving human subjects conducted by Tri-C students as part of their courses
         3. All research conducted by any outside research organizations involving Tri-C students
      iii. What factors do IRB members consider when evaluating a research proposal?
         1. In evaluating research proposals, IRB members are engaged to a great extent in addressing the question: As it is described, would procedures described in this proposal potentially result in any harm, physical, mental, social, economic, or otherwise, to anyone participating in this study?
         2. Given the potential benefit to the college and its students, are the risks worth the cost?
      iv. In order to answer this question, the IRB must receive the following information.
         1. A succinct statement of your hypotheses and the theory you plan to explore. This should not be more than a few hundred words. We do not need a literature review – only enough information to understand why you have employed the research design you have chosen.
         2. A clear and concise description of the activities you will engage in to test your hypotheses.
         3. This description should answer the following:
            a. Who is the population to be studied in your research project?

b. Who from this population will you include?
c. How do you expect to contact these individuals?
d. What procedures will research participants be subjected to?
e. What kind of data will you collect?
f. What kind of analyses will you conduct on these data?

4. What kinds of risks will subjects be exposed to? How will you protect subjects from harm?
5. What will you do with the data you collect? Where will you store it? How long will you keep it? How will you ensure the security of this data?

v. In evaluating each proposal, IRB will seek evidence of the following:
   1. Evidence that the proposer is testing a hypothesis that will advance knowledge in his or her field in some small way
   2. Evidence that the proposer has considered the risks posed to all subjects who participate in the project and has taken steps to reduce them to the greatest possible extent.
   3. Evidence that the research is consistent with FERPA guidelines
   4. Evidence that the risks, benefits, and research procedures to be employed in the study have been clearly described in the Informed Consent Form and that this form makes it clear that subjects can withdraw from the study at any time.
   5. That the individuals making up the research sample have not been over-burdened with other requests.

vi. IRB Evaluation schedule and process
   1. The IRB will consider proposals as they are submitted to the committee
   2. IRB members will decide which of the following categories each proposal should be assigned to:
      a. Full approval
      b. Approval contingent upon the correction/modification of some minor points
      c. Rejection – proposal unacceptable as currently specified
   3. Decisions will be determined by a majority vote of the committee

vii. If upon approval by the IRB, the researcher should discover that he or she needs to modify the research design in a way that is beyond the scope of the approved project, it will be necessary for him or her to submit an addendum for approval.
   1. The addendum will contain the following:
      a. An explanation of the need for the additional steps
      b. An assessment of the risk to those participating
      c. Nature of the data to be collected
      d. Steps taken to protect data
   2. Additional procedures may not be carried out until the IRB has approved the addendum, although the approved parts of the proposal may continue as planned.