

KEWEENAW BAY OJIBWA COMMUNITY COLLEGE POLICIES & PROCEDURES
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Department: College-wide	Board of Regents Approval Date: / /
Program: Academic or Institutional research	Reference: Code of Federal Regulations Title 34—Education. p. B15 Faculty Council, October 13, 2010 Board of Regents June 22, 2011
Subject: Institutional Review Board	

Purpose

The Keweenaw Bay Ojibwa Community College Institutional Review Board (IRB) has been established to approve research projects involving the use of human and animal subjects. The IRB exists both because KBOCC wants to ensure that research subjects are treated with the utmost respect and safety and because federal law requires that all federally funded research involving human participants receive IRB approval. The research projects concerned include not only standard research but in-class research and service learning projects as well, and extend to journals and photographs, video and tape recordings of participants.

Policies

1. The Institutional Review Board (IRB) will be convened on an as-needed basis to review research proposals or procedures.
2. Each IRB panel will consist of at least five members.
3. IRB members will complete human subjects training prior to participating in research reviews
4. At least two members of the IRB must be tribal members of the Keweenaw Bay Indian Community.
5. IRB members will be drawn primarily from the Faculty Council of the college. Additional faculty, staff, or community members with expertise in research methods or in the research topic of a proposal will be recruited to participate as needed.
6. Individuals who have prepared a research proposal or who will be conducting the research may not have a decision-making role in its review
7. Alternatively, individuals with expertise needed for a specific proposal may serve as consultants to an IRB panel. Expertise in Ojibwa Culture should be represented in any IRB panel which is reviewing a proposal with cultural relevance.

Procedures

1. A request for review must be submitted to the President or the Faculty Council as appropriate at least 4 weeks prior to required IRB decision date. [Note: proposals for grant-funded research would have been reviewed by the President prior to submission to the funding agency.] Additional time should be allowed for reviews requiring external expertise.

2. The research review materials must be submitted to the President or the Faculty Council as appropriate at least 2 weeks prior to required IRB decision date.
3. The research review materials must include all of the following information:
 - Project title
 - Project summary
 - Project personnel and contact person
 - Detailed description of research procedures including animal care and housing standards, if applicable
 - Sample of test items (survey, script of interview questions, etc)
 - Description of procedures for
 - anonymity
 - confidentiality, or
 - acknowledgement of contributors
 - Copies of consent forms for participants (if human subjects)
 - Script for assuring informed consent or debriefing participants
 - Letters of permission from other institutions or governmental units involved
4. The IRB will review the research information to ensure the procedures provide for safety and respect of research subjects and uphold ethical standards of the academic discipline. IRB results are based solely on these considerations.
5. Following its review, the IRB will respond to the contact person with results:
 - a. Approval – the project may proceed as presented
 - b. Conditional approval – the project may proceed with required changes in procedures or documents. The required changes must be clearly specified in writing.
 - c. Revise and resubmit for approval – specified procedures or documents must be revised and re-reviewed before the project may proceed. The IRB's concerns must be clearly explained in writing.
 - d. Denied – the project may not proceed under KBOCC auspices. The IRB will deny a research project only in the unlikely event that *no* methods for carrying out the proposed project in an ethical manner are available to the college. The IRB's reasoning must be clearly explained in writing.
6. Appeals of project denials may be made to the President or Faculty Council, depending on where the original request was directed. Appeals must be presented in writing, and must address the IRB's reasoning as presented in the denial. If granted, the appeal will result in reconvening an IRB panel to reconsider the revised research review information. The reconvened panel may include new members.
7. Multistage reviews are appropriate for community participatory research and other projects in which developing forms or a protocol is part of the project itself. When a multistage review is requested, the initial information submitted should describe the review stages needed as part of the project protocols.