

VGCC Institutional Review Board Policy (IRB)

Purpose:

To protect the rights of human subjects involved in research projects that involve engagement and data collection.

Legal Reference:

Code of Federal Regulations Title 45 Part 46 - Protection of Human Subjects

Policy:

Prior to the start of your study with human subjects, you must have written approval of your proposal and study protocol from your host institution and Vance-Granville Community College's Institutional Review Board.

Studies with Human Subjects

1. You are conducting a pilot study or other preliminary studies
2. You have designed a study to collect information in a systematic way to answer a research question.

And you must be:

1. Interacting with living human subjects in order to gather data about **them**, using methods such as interviews, focus groups, questionnaires, and participant observation, or
2. Conducting experiments and manipulation of the human subjects or subjects' environment, or
3. Observing or recording private behavior (behavior that is reasonably not portrayed in a non-private environment), or
4. Obtaining private identifiable information that has been collected about or provided by individuals, such as school records or identifiable information collected by another researcher or organization.

IRB Board:

Comprised of the VGCC President, Vice Presidents, and the Planning and Research Department.

IRB Meeting Schedule and Agendas:

The Board will meet a minimum of once an academic year and as-deemed by the Chairperson to discuss policy or procedural amendments. The IRB meeting minutes will include the names of those attending, actions taken, decisions made (including vote tallies), the rationale for modifications, and a discussion summary.

Procedures:

Principal Investigator (PI) submitting a protocol for review by VGCC IRB for Human Participant Studies, must complete the IRB Application for VGCC or submit the appropriate approval documents from their host institution. Upon receipt of the appropriate documents, the Institutional Planning and Research designee will alert the Chairperson or designee of the VGCC Institutional Review Board for Human Participant Study. The Chairperson or designee will determine the review category which is most appropriate for the proposed study, and will advise the Institutional Planning and Research.

The IRB Chair will consider the degree of risk the proposed research places upon human participant(s), and whether or not proper safeguards are planned and operational. All proposed research involving

human participants, including studies deemed to be exempt or expedited, by the IRB Chair, shall be reviewed by the Board for approval. In such instances, approval warrants majority vote but does not necessarily assemble for a full board review. Research found by the IRB Chair to warrant a full board review meets criteria that has the potential for risk of psychological or physical harm to human participants.

If needed, the principal investigator or delegate should attend one or more meetings to present the research and respond to committee questions. **The IRB will notify researchers of its decision in writing.** The IRB will maintain records of all research requests for a period of six (6) years after the expiration of an approved protocol.

Guidelines for Proposal Submissions and Review:

Proposals will be reviewed by VGCC's Institutional Review Board.

1. Applications must be fully completed with appropriate documentation. Incomplete documentation will result in delays in the review of your proposal.
2. Include Institutional Review Board approval from your institution (if reviewed by a host institution)
3. Reviews of proposals are conducted on a first-come, first-serve basis.
4. If the proposal is reviewed and decided upon by the IRB, the process could take as long as six (6) weeks to complete. Please submit applications with this timeline in mind. The IRB will notify you of its decision in writing.
5. VGCC's IRB may request additional information or clarification regarding the proposal.
6. The researcher(s) may request a meeting with the VGCC IRB to provide additional explanation regarding the proposal.

Submit application with documentation by email: hicksj@vgcc.edu