



Jamestown Community College  
Policies and Procedures

<b>Policy Title</b>	<b>Institutional Review Board</b>	<b>Policy Number</b>	<b>021</b>
<b>Section</b>	<b>Governance, Organization and General Information</b>	<b>Approval Date</b>	<b>9/2017</b>
<b>Subsection</b>	<b>Publications, Reports, Research and Records</b>	<b>Effective Date</b>	<b>10/2017</b>
<b>Responsible Office</b>	<b>Academic Affairs</b>	<b>Review Date</b>	

### 1.0 Purpose

**1.1** Establish an Institutional Review Board (IRB) to protect the rights and welfare of human research subjects.

### 2.0 Policy

**2.1** An Institutional Review Board will be created under the oversight of the Vice President of Academic Affairs to assure the ethical treatment of human subjects in research projects undertaken by JCC employees and students.

**2.2** The IRB will be responsible for ensuring that a research proposal meets the criteria as set forth by 2009 Code of Federal Regulations, Title 45 Public Welfare, Part 46 Protection of Human Subjects (45 CFR 46).

**2.3** The IRB will be responsible for evaluating each research project in terms of the ethical standards established by the Code of Federal Regulations, CFR 46.

**2.4** The IRB will not be responsible for evaluating or providing rulings on methodology, the merits, nor the potential contribution of any research project.

### 3.0 Procedures

**3.1** The IRB will be created and charged by the Vice President of Academic Affairs, and will be chaired by the Dean of Research and Planning.

**3.2** The IRB will assist in revising and refining the charter, guidelines, committee processes and procedures, process for selecting future members, and training of members when appropriate.

**3.3** The IRB shall develop and revise documents and forms and determine training requirements and responsibilities of faculty, staff, or students conducting research as needed.

**3.4** The IRB will be responsible for determining whether a research proposal meets the following criteria:

- Risks to subjects are minimized.
- Risks to subjects are reasonable in relation to anticipated benefits.
- Selection of subjects is equitable.
- Informed consent is obtained, if necessary, and documented.
- Provisions are made, when appropriate, for monitoring the data collected to ensure the safety of the subjects.
- There are adequate provisions to protect the privacy of subjects and the confidentiality of the data, when appropriate.

#### **4.0 Definitions**

**4.1 Institutional Review Board** - A committee that provides a framework and process for assuring ethical treatment of human subjects in research.

#### **5.0 References**

**5.1** 2009 Code of Federal Regulations, Title 45 Public Welfare, Part 46 Protection of Human Subjects (45 CFR 46).