Prince George’s Community College Institutional Review Board

Policies and Procedures

I. What requires review?

## **A. Research Requiring IRB Review**

Research activities involving human participants will be reviewed by the Prince George’s Community College (PGCC) Institutional Review Board (IRB) when one or more of the following apply:

The research:

1. is sponsored or co-sponsored, financially or non-financially, by Prince George’s Community College and/or any employee or agent of Prince George’s Community College.
2. is conducted by or under the direction of any employee or agent of Prince George’s Community College in connection with his or her institutional responsibilities.
3. is conducted by or under the direction of any employee or agent of Prince George’s Community College using any property or facility of this institution.
4. involves the use of Prince George’s Community College records.
5. uses non-public information to identify or contact human research participants or prospective participants.
6. will be conducted on the grounds of Prince George’s Community College.
7. uses as subjects Prince George’s Community College students, faculty, or staff in their respective roles.
8. collects data which will result in an article, master’s thesis, doctoral dissertation, poster session, abstract, or any other publication, presentation, or any dissemination of the collected data whether in aggregate form or otherwise.

## B. No Review Required

In general, data which will not be used beyond the classroom, are for internal institutional usage only, and/or are collected for the purpose of reporting to state or federal stakeholders do not require a review by the IRB. All other research activities require some level of review by the IRB. Examples of research not requiring any IRB action include:

1. Data collection which will **not** result in an article, master’s thesis, doctoral dissertation, poster session, abstract, or any other publication, presentation, or other dissemination of the collected data.
2. Simulations of human experimentation.
3. Data collection for educational purposes in which no data will be reported outside of the institution and all data are properly destroyed within seven years of the completion of data collection.
4. Data collection for the purpose of reporting to state or national accrediting bodies or other agencies to which Prince George’s Community College is required to generate and submit reports as part of its regular operations.

# II. IRB Levels of Review

The IRB performs different levels of review based on the potential impact the study may have on participants. These levels of review are based on federal guidelines and are designed to ensure the safety of the participants. The general research conditions and level of IRB review they require are described below. Please note that the examples presented below do not constitute an exhaustive list. More detailed information can be found at the National Institutes of Health, Office of Human Subjects Research site <https://ohsr.od.nih.gov> and in the U.S. Department of Health and Human Services publication *Guidelines for the Conduct of Research Involving Human Subjects at the National Institutes of Health* [*https://grants.nih.gov/grants/peer/guidelines\_general/Guidelines\_for\_the\_Review\_of\_the\_Human\_Subjects.pdf*](http://ohsr.od.nih.gov/guidelines/GrayBooklet82404.pdf).

## A. Exempt Review

Research involving data collected without any accompanying identifiers (e.g., name, date of birth, etc.) is typically exempt and therefore the review is primarily to be certain the research protocol does not involve more than “minimal risk” to the participants. Examples that would qualify for an exempt review include those where:

1. No information is recorded in a manner where human subjects can be directly or indirectly identified. This includes but is not limited to name, address, date of birth, and email address.
2. The research will be conducted in an educational setting and involve typical teaching practices.
3. During observation of public behavior, the PI is not an active participant in the activity being observed.
4. The collected data are publically available or were previously collected and in existence prior to the current proposal.
5. The research involves examination of a public service program and has been approved by the appropriate agency head.
6. The research involves the tasting and evaluation of wholesome foods.

B. Expedited Reviews

Projects which require that the participants’ identity be known but which do not involve any special circumstances typically require an Expedited Review. Examples that would qualify for an exempt review include those where:

1. Research involving materials (data, documents, or records) that have been collected, or will be collected solely for non-research purposes (such as medical treatment or diagnosis) that does not fit the criteria for exempt review.
2. Collection of data through non-invasive procedures.
3. Collection of data from voice, video, digital, or image recordings made for research purposes.
4. Research on individual or group characteristics or behavior (including, but not limited to, research on perception, cognition, motivation, identity, language, communication, cultural beliefs or practices, and social behavior) or research employing survey, interview, oral history, focus group, program evaluation, human factors evaluation, or quality assurance methodologies that does not fit the criteria for exempt review.

C. Full Reviews

Protocols which involve a “special circumstance,” such as those described below, require a full review. For a full IRB review to take place, the IRB committee must solicit two (2) additional committee members from disciplines related to the research protocol.

**Answering yes to ANY of the special circumstances listed below means that your project requires Full Review:**

1. Does the protocol involve protected populations (e.g. prisoners, minors, pregnant women etc.)?
2. Is there more than “minimal risk” beyond what participants would experience if they were not to participate in this project?
3. Is significant deception used as part of this project (i.e., any time during the project in which information is withheld concerning the procedures and/or purpose of the project)?
4. Does the protocol include the collection of biological specimens?
5. Will the data collected be used in any way after the completion of this proposed work, other than for scholarly research presentations or publication (e.g., for a newspaper report, for posting to a website including personal websites, for adding to a national database other than institution-required federal and state reports, etc.)?

# III. Non-affiliated Personnel and Approval to Conduct Research

Non-affiliated personnel are defined as individuals not recognized as having a direct relationship to Prince George’s Community College (e.g., not a faculty member, staff member, or student of the college). **For non-affiliated personnel, only research that is tightly aligned with the College’s strategic goals will be considered for approval.** Additionally, approval will take into consideration the potential burden placed on faculty, staff, and student participants.If accepted,non-affiliated personnel must follow all of the same procedures as affiliated personnel (i.e., IRB approval processes), **and in addition, non-affiliated personnel are required to obtain approval to conduct research from their affiliated institution BEFORE approval at PGCC can be granted**.

# IV. Informed Consent

Individuals wishing to perform research on human subjects are required to obtain consent from those participants by means of an informed consent document. One of the main ethical responsibilities of a Principal Investigator is to ensure that potential participants have been provided with all the information they might reasonably need to know about the research project before they begin participating.

Regardless of how innocuous the nature of the project may seem, potential participants have the right to:

1. **Disclosure** of all relevant information about the research,
2. their **comprehension** of the information, and
3. their **voluntary** agreement, free of coercion and undue influence

# V. Research Approval

The IRB committee bears the responsibility of ensuring that research conducted at PGCC meets high standards of quality and rigor, safeguards the privacy and confidentiality of participants, furthers the mission and goals of PGCC, and minimizes the burden on the Campus community. Below are procedures for obtaining approval and descriptions of research that is and is not likely to be approved.

A. Basic Procedures

1. Complete the PGCC IRB application form
2. Submit the PGCC IRB form, the Consent form, and a copy of all instruments being used (e.g., actual survey(s), list of interview questions, list of standardized tests, links to online surveys, etc.) to Research, Assessment, and Effectiveness at [research@pgcc.edu](mailto:research@pgcc.edu). Additionally, individuals conducting research with another institution must submit an approved IRB notification from their affiliated institution.
3. *Obtain approval to conduct research at PGCC*
   1. Research is reviewed/approved by the IRB committee.
   2. Research is reviewed by appropriate administrators, depending on the scope and participants in the study (the IRB committee will notify the researcher about pre-approval and include contact information for appropriate administrators).
   3. If research is approved by both the IRB committee and the appropriate administrators, the researcher will receive a final letter of approval from the Research, Assessment, and Effectiveness office. Research approval is valid for one year from the start date noted in the final letter of approval.

B. Criteria for IRB Application Review

1. IRB application form must be complete.
2. IRB application must be sent to [research@pgcc.edu](mailto:research@pgcc.edu) as opposed to specific PGCC staff/faculty members.
3. Additional materials must be complete and included with application.
4. Applications and materials must be proofread before submission- IRB applications that lack citations and have numerous grammatical errors that impede legibility will not be reviewed.

C. Research Likely to be Approved

All research applications, if complete, will be considered. Here are some examples of research that are more likely to be approved for use at PGCC:

1. High Quality Research- high quality research will demonstrate a clear purpose and sufficient methodological rigor
2. Research that directly relates to PGCC’s mission and goals
3. Research that is sponsored by PGCC or in which PGCC is a direct research collaborator
4. Research that directly, positively impacts success of the College community

D. Research Not Likely to be Approved

All research applications, if complete, will be considered. However, below are some examples of research that are not likely to be approved for use at PGCC:

1. Research conducted to meet requirements of undergraduate or graduate coursework not assigned through PGCC
2. Research to fulfill master’s theses or dissertations that does not align with the strategic goals of PGCC
3. Research to fulfill master’s theses or dissertations conducted by non-affiliated personnel or organizations and not sponsored or co-sponsored by PGCC affiliates
4. Research that involves greater than minimal risk
5. Research that requires PGCC to provide the primary investigator a list of names and/or contact information for participant recruitment
6. Research conducted by non-affiliated personnel or organizations and not sponsored or co-sponsored by PGCC affiliates that falls into one of the full board review categories
7. Research that is not deemed to be High Quality Research, as defined above
8. Research that puts too much of a burden on PGCC staff, faculty, students, and/or facilities