Information for Researchers

WHEN IS IRB APPROVAL NEEDED?

Research vs. Classroom Activities
IRB approval ***is*** required when human participants are involved in:

- Systematic research that contributes to generalizable knowledge to a larger group.
- Research funded by federal, state, or local agencies.
- Research that is intended to be disseminated to a larger scientific audience outside of Jackson College, and submitted for scientific publication.
- Research that involves private information or specimens that can be linked to an individual.

IRB approval ***may not*** be required when human participants are involved in:

- Course-related activities or assignments for teaching purposes in the classroom.
- Data collection for internal JC departments or other college administrative purposes, such as course evaluations.
- Surveys issued by JC employees to improve or develop college services and programs.
- Interviews or surveys that focus on internal college processes, services, or policies.

REQUIRED TRAINING

Individuals who propose research projects must first enroll in training found on the Association of Clinical Research Professionals (ACRP) webpage. This free training covers Ethics & Human Subject Protection: A Comprehensive Introduction. A certificate of completion must be included with the protocol submission.

APPROVAL PROCESS

Protocol Completion – Complete the Request for Review along with the Human Subject Protection & Ethics training completion certificate and other supporting documentation. Note: All research activities involving the use of human subjects must be reviewed and approved by the IRB before data collection can begin. Investigators may not solicit subject participation or begin data collection until they have received written approval from the IRB.

Submit Protocol to IRB – Submit one PDF attachment to IRB@jccmi.edu When your protocol has been forwarded for review, you will receive an email confirmation with an estimated decision date, which should be within 10 business days.

Decisions – IRB decisions are based in part on the definitions provided by the Code of Federal Regulations Common Rule and are “Exempt,” “Approved,” “NHPR” (not human participant research) or “Requires Further Review.”