Academic Policy

Policy Title:	Institutional Review Board
Policy Number:	3030
Date Adopted:	1/14/21
Version:	1.0
Review Cycle:	Biennial
Date Last Reviewed:	05/16/2024
Office Responsible:	
Reviewing Committee:	Academics/Institutional Research & Effectiveness
Related Policies:	
Related Laws:	
Related Code of Regulation:	

Policy Summary

In accordance with Jackson College's duty to ensure the ethical treatment, rights and welfare of all human participants and subjects we are adopting this policy.

Scope

This policy applies to all research requests from internal individuals (staff, faculty, administration, and students) and external individuals and organizations.

Policy Statement

Individuals interested in conducting any human subject research are required to submit a request to the Institutional Review Board. Following the Institutional Review Board's review, each individual requesting the research will receive an exemption, approval, denial, or there may be a request to make modifications to their submission.

More specifically as part of the review, the Institutional Review Board will:

- Executive committee will review the initial research proposal to see if a full review of the IRB board is warranted. If a full review from the IRB committee is necessary the following items will be reviewed and or considered by the committee.
    - Review all planned research involving human subjects prior to the research being conducted.

- Assess the risks and benefits of proposed research and ensure that risks to human subjects are kept to an absolute minimum and are justified by potential benefits of the research.
- Ensure the confidentiality of information obtained from research subjects to the extent allowed by law.
- Comply with 45 CFR Part 46 and all applicable state and federal laws.
- Ensure that the proposed research is in compliance with the terms of existing JC memorandums of agreement and memorandums of understanding, such as the required method of data delivery, what data is acceptable to share, the format used for sharing data, etc.
- Advise investigators in designing research projects in a manner that minimizes potential harm to human subjects.
- Human Subject Regulations Decision Charts from the U.S. Department of Health and Human Services will aid in the decision-making process.

- The Institutional Review Board will provide recommendations and input to the President and the Board of Trustees as requested.
- Monitor approved research to ascertain that human subjects are indeed protected.

Change Log:

Date Of Change	Description of Change	Responsible Party
01.14.21	New policy	Academics/IRE
02.03.23	Reviewed/Revised	Director of IRE
05/16/2024	Reviewed/Revised	Director of IRE