

COLUMBUS STATE COMMUNITY COLLEGE
POLICY & PROCEDURES MANUAL

INSTITUTIONAL REVIEW BOARD

Effective April 1, 2007

Procedure 13-08 (C)

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- (1) The Columbus State Institutional Review Board (IRB) will be appointed by the President and will function under the direction of the Director of Institutional Effectiveness, whose office will maintain the protocol and documentation.
- (2) The IRB will meet the requirements of the Code of Federal Regulations, Title 45, Public Welfare, Department of Health and Human Services, Part 46, Protection of Human Subjects, Subpart 46.107.
- (3) Research studies, projects and surveys initiated and conducted by Columbus State faculty, staff, students and managers; or those studies, projects and surveys utilizing College faculty, staff, students and/or managers as subjects must be reviewed and approved in writing or reviewed and acknowledged in writing (e.g. survey notification and cooperative research) by the IRB before the research study, project or survey is initiated.
 - (a) Survey notifications are projects that include human subjects that may not be traditionally classified as research as defined by the federal regulations that govern all IRBs.
 - (b) Cooperative research is research for which the Columbus State IRB formally cedes authority and relies upon another IRB for review and continuing oversight in order to comply with federal regulations which requires certain research projects to be reviewed by a single IRB.
- (4) College faculty, staff, students and managers conducting research studies, projects and surveys or others conducting studies, projects and surveys utilizing Columbus State faculty, staff, students and/or managers as subjects will consult the College's IRB website for guidelines or contact the IRB Administrator in the Office of Institutional Effectiveness for assistance.

Rescinded Procedure 13-08, Registration of Research Projects, effective October 15, 1985 (no policy supported procedure)

**August 5, 2014: Administrative changes made to update responsible office.*

**November 6, 2020: Administrative changes made based on federal regulation updates*