



<p align="center"><b>Policy Title</b> Research Review Proposal Policy</p>	<p align="center"><b>Original Adoption Date</b> 7/8/2019</p>	<p align="center"><b>Policy Number</b> RP-795</p>
<p align="center"><b>Responsible College Division/Department</b> Research and Planning</p>	<p align="center"><b>Responsible College Manager Title</b> Vice President of Strategy</p>	
<p align="center"><b>Policy Statement</b></p> <p>The LTC Institutional Review Board, chaired by the Vice President of Strategy, has a minimum of three members. The review of proposed research requires the researcher to provide evidence of:</p> <ul style="list-style-type: none"> <li>• Departmental/division leadership approval where staff and/or students will be the focus of the proposed research including: <ul style="list-style-type: none"> <li>○ Identification of commitment of time or other resources</li> <li>○ Extent to which the research activity interrupts the teaching/working environment of the college</li> </ul> </li> <li>• Research review including protection of human subjects by the researcher’s institution of higher learning IRB</li> <li>• Informed consent of human subjects for non-exempt areas</li> <li>• Protection of confidentiality for research participants to assure that individual student or staff information are unidentifiable and destroyed upon completion of the research.</li> </ul> <p><u>Projects that require approval include:</u></p> <ul style="list-style-type: none"> <li>• Research that involves the collection of information about living human subjects with the intent to publically present or publish the information. This includes class projects and personal college attainment studies (thesis etc.).</li> <li>• Research projects that involve research methods: <ul style="list-style-type: none"> <li>○ Surveys or interviews with human subjects</li> <li>○ Assessments or observations of human participants</li> </ul> </li> <li>• Information about individuals that is not public domain</li> </ul> <p><u>Projects that do not require approval include:</u></p> <ul style="list-style-type: none"> <li>• Classroom projects for the purpose of teaching survey/research methodologies</li> <li>• Program/course evaluations for the purpose of improving or developing a program/course - This information is not be used to contribute to generalizable knowledge</li> <li>• Projects exempt from review under 45 CFR 46.101(b)</li> </ul> <p>Failure to obtain Institutional Review Board approval prior to undertaking any research activity is a violation of LTC policy and, in most cases, will release LTC from any indirect liability otherwise incurred. In these cases, the researcher would be solely responsible for any liability.</p>		



**Reason for Policy**

The LTC Institutional Review Board's purpose is to assure the safety, welfare, dignity, and rights of human participants and/or human subjects involved in research studies conducted individually or collectively by LTC staff, faculty, or students. Complying with applicable law, the IRB is to review all research proposals that involve living human subjects, including but not limited to surveys, interviews and information about individuals that is not public domain. All studies must be mindful of the rights of individuals and be conducted according to standards established by the U.S. Department of Health and Human Services (DHHS) in 45 CFR 46.

**Historical Data, Cross References and Legal Review**

**Created/Adopted: 7/8/19**

**Reviewed/Revised:**

**Cross Reference:** U.S. Department of Health and Human Services (DHHS) in 45 CFR 46, 24 CFR 46.101(b)

**Legal Counsel Review and Approval: N/A**

**Board Policy: III.A. General Executive Constraint, III.B. People Treatment**

**Definitions**