

INSTITUTIONAL REVIEW BOARD POLICY

I. Policy Section

3.0 College Operations

II. Policy Subsection

3.1 Institutional Review Board Policy

III. Policy Statement

GRCC has established an Institutional Review Board (IRB) to review both internal and external requests for research studies involving GRCC human subjects (students, faculty, and/or staff). All persons who wish to conduct research involving human subjects at GRCC must receive authorization from the Dean of Institutional Research and Planning (IRP) who shall establish and implement a process by which the GRCC IRB operates to determine and assure that:

- A. The welfare and rights of human subjects are adequately protected and informed consent given, if necessary;
- B. Human subjects are not placed at unreasonable physical, mental, or emotional risk as a result of the research;
- C. The research outcomes are of significance to the interests of the college;
- D. The necessity and importance of the research outweighs the risks to the subjects; and
- E. The researcher(s) is/are qualified to conduct research involving human subjects.

IV. Reason for the Policy

The purpose of this policy is to provide a single, comprehensive standard of protection for human subjects of research conducted by students, staff, faculty, or visiting researchers at Grand Rapids Community College. The intent is to assure that investigators do not unduly put at risk or harm humans who are the subjects of research, and that the subjects of such research are aware of their rights as defined in Title 45, part 46 of the Code of Federal Regulations. IRB approval must precede commencement of any work involving human subjects.

V. Entities Affected by This Policy

The information is intended for use by investigators, researchers, and IRB members, members of other GRCC committees, GRCC administrators or others who are involved with GRCC research involving human subjects.

VI. Who Should Read This Policy

All GRCC faculty and staff as well as any other persons desiring to conduct research using GRCC faculty, staff or students as research subjects.

VII. Related Documents

- A. GRCC Institutional Research Review Board application
- B. Title 45, part 46 of the Code of Federal Regulations

VIII. Contacts

Policy Owner: Dean of Institutional Research and Planning
If you have questions about specific issues, call the office of Institutional Research and Planning at 234-4040.

IX. Definitions:

A. Institutional Review Board: An Institutional Review Board (IRB) is a committee established to review and approve research involving human subjects. The purpose of the IRB is to ensure that all human subject research be conducted in accordance with all federal, institutional, and ethical guidelines

B. Human Subjects: Human subjects research is:
- systematic investigation
- designed to contribute to general knowledge
- often presented/published outside the college

Human subjects research is not:

- classroom surveys for internal use
- data-gathering for the exclusive purpose of improving service or practice at GRCC

C. [Title 45, part 46 of the Code of Federal Regulations](#)

X. Procedures

A. OPERATING PROCEDURES:

1. Investigator contacts Dean of IRP for initial screening and overview of process.
2. Investigator completes & submits IRB Application.
3. Dean of IRP has the authority to determine if an IRB request will be considered. This decision is based on college priorities, as well as project data requirements for IRP.
4. IRB reviews proposal and approves or requests clarification.
5. IRB evaluates risks, recruitment, informed consent, data security, privacy and confidentiality provisions.
6. Decision made within 4 weeks of submission.
7. IRB Approval letter is provided to investigator.
8. Research is reapproved annually.
9. Investigator reports any changes to research plan.
10. Investigator submits final report to Dean of IRP.

XI. Forms

[GRCC Research Application](#)
[IRB Checklist](#)

XII. Effective Date

XIII. Policy History

Created - May, 2015
Reviewed - May, 2019

XIV. Next Review/Revision Date

May, 2023