

2019 - GRCC Team Charter

Team Name: Institutional Review Board

Team Leader: Donna Kragt

Chartering is a two-way process

Team sponsor(s) specify the mission of the team, its resources, the expectations for what the team is to accomplish, the timelines, decision-making authority, and how the team relates to the broader College strategy and goals.

The team itself thinks through and creates a draft charter, including team goals, stakeholder requirements, and strategies for goal accomplishment.

Together, they review and finalize the team charter, adding the process that will be used to review team progress on a regular basis.

1. Purpose of the Team (*What is this team expected to accomplish?*)

To monitor the research conducted at the College, to ensure that College students and personnel are treated with the respect and care outlined by the American Psychological Association guidelines for research with human subjects, and to maintain the integrity of the institution, proposals for all research projects conducted on the GRCC campus involving its students, faculty or staff must be submitted to and approved by the GRCC Institutional Review Board for Research at GRCC.

In some cases, grant proposal must go through a local IRB process prior to submission.

2. Decision-making Context and Scope (*What level of decision making authority does this team hold?*)

The Dean of Institutional Research and Planning is the primary gatekeeper for all decisions regarding the allowance of research projects on the GRCC campus which involve GRCC faculty, staff, or students. This oversight does not include department level projects which are undertaken in order to improve practice at GRCC and for which the results will not be used in any context outside of GRCC.

If the Dean determines to move an external project forward to the IRB, the role of the IRB is to determine 1) whether the project is considered Exempt under IRB rules and 2) the rights of human subjects are protected.

NOTE: It is NOT the role of the IRB to challenge research methodology.

3. Team Goals, Action Projects, and Timelines (*How will this team proceed to accomplish their purpose? I.e. what will they do?*)

The IRB reviews submitted GRCC Research Applications electronically via an email process. A face to face meeting is required for more than “exempt” requests. A majority of the Team must provide support in order for a Research Project to be approved. Approval is given within 30 days. Once approved, a Research Project is allowed for up to one year at which time another Research Application must be submitted.

4. Stakeholders and their Key Requirements (*For whom is this team doing their work? What do they want?*)

Research subjects, faculty, staff and students at GRCC

5. **Resources Needed (*both people and budget*)**
CITI on-line training materials - \$3000 per year
6. **Troubleshooting Path (*How will unresolved issues or roadblocks be handled?*)**
Potential researchers may appeal decisions of the IRB to the Provost.
7. **Requirements for Integration with other Departments or Teams (*How does this Team interface with others doing concurrent work?*)**
In most cases, individuals, departments, and teams still have the final authority whether or not to participate in a research project initiated outside of GRCC. The IRB serves to give the Researcher permission to request participation.
8. **Review Progress (*How and when will the work of this team be reviewed?*)**
The team meets annually to review the list of projects approved during that year.
9. **Team Leader, Current Members, and Membership Specifications (*Are team members appointed? Volunteers? Is team membership permanent? Term-limited?*)**
Membership on IRBs is determined by national research guidelines regarding the nature of those who will serve on the team (for example, faculty with science background).

To become an IRB member you must complete specific training modules at the CITI website. Each summer, IRB members are given the option to continue in their role. When an IRB team member resigns, a person with "like" credentials is selected.

Institutional Review Board 2018

- Cedric Williams
- Donna Kragt, Co - chair
- Nat Lloyd
- Jennifer Borrello
- Kevin Dobreff
- Lisa Dokpe
- Luann Keizer
- Sheila Jones
- Sophie Rubin
- Tim Hoving
- Vicki Maxa, Co - chair
- Cheryl Endres (Community member)

10. **List the major team accomplishments over the past year. (*What are your outcomes?*)**

A total of 7 applications were reviewed and approved between January 1 2018 and December 31 2018.

11. **List the major team goals for the upcoming year. (*What do you plan to accomplish as a team in 2019?*)**

Review GRCC Research Applications that are received within the 30 day window.

12. **Please describe any current challenges the team is facing.**

None