

## **INSTITUTIONAL REVIEW BOARD**

The Institutional Review Board (IRB) at Quincy University exists for the purpose of reviewing and monitoring research involving human subjects. The IRB helps to protect the rights and welfare of human research subjects, and it has the authority to approve, require modifications in, or disapprove research. Faculty members are encouraged to acquaint students with the procedures and policies governing research involving human subjects. Obtaining IRB approval protects both the faculty member and their students.

The IRB committee regularly meets to review submitted research protocols, informed consent documents, and other materials related to the research. Written confirmation of the committee's decision is sent to both the primary researcher and the research advisor. No data should be collected before the project receives IRB approval. Current members of the IRB committee are Dr. Jonathan Miles, Professor of Philosophy, (Ethicist), Dr. Joe Coelho, Professor of Biology (Scientist), and Dr. Lee R. Enger, Professor of Biochemistry (Scientist), chair. (A committee member from outside the QU community will be added in the near future.)

*If in doubt whether a particular project requires review by the IRB committee, contact one of the members.*

## **CLASSIFICATION OF RESEARCH PROJECTS INVOLVING HUMAN SUBJECTS**

Research falls into one of three categories: **expedited review**, **exempt from review**, or **full review**.

**Expedited Review** – Projects where human subjects can potentially be identified and there is minimal to no risk of harm to the subject.

Research projects for **expedited review** include:

1. Collection of data from voice, video, digital or image recordings made for research purposes.
2. Research on individual or group characteristics or behavior, or research employing survey, interview, oral history, focus group, program evaluation, human factors evaluation, or quality assurance methodologies in which information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects, or **in which any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation.**

**Exempt from Review** – Projects where human subjects will not be identified ("anonymous") and there is minimal to no risk of harm to the subject.

Categories of **exempt** research include:

1. Research conducted in educational settings, involving normal educational practices **unless information obtained is recorded in such a manner that (i) human subjects can be identified, directly or through identifiers linked to the subjects; or,**

**(ii) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation.**

2. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior.
3. Research involving the activities in category 2 and the human subjects are elected or appointed public officials or candidates for public office.
4. Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens.
5. Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study or evaluate public service or benefit programs, procedures for obtaining benefits under those programs, or possible changes in the programs or benefits available through the programs.
6. Taste and food quality evaluation and consumer acceptance studies.

*Please note that exemption waives only the need for full IRB review and does not negate the need for obtaining consent of the subjects. Researchers **should complete the form** for exempt research. The forms for all types of research review are available online through the Quincy University website.*

*Projects which are assigned to an entire class and involve collection of data can be submitted by the instructor by using the exempt form for classroom projects.*

**Full Review** – Projects where human subjects are not a part of Quincy University, puts participants at risk, or collects confidential information.

Research projects subject to **full review** include:

1. Collection of data from populations off campus,
2. Can be construed to place the subjects at physical, mental, or emotional risk,
3. Collection of information that is confidential in nature.

*Projects that potentially place the subjects at more than minimal risk of harm as outlined in the previous sections are considered for full review.*

For the full law, see the Code of Federal Regulations Title 34, Department of Education, PART 97 - Protection of Human Subjects at [www2.ed.gov](http://www2.ed.gov)

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