



**Institutional Review Board**  
**(previously referred to as Human Participants Research Board)**  
Updated January 2004

All research requests meeting the following conditions must be reviewed by the Institutional Review Board (IRB), and, in some cases, the appropriate vice president or the president. This procedure is intended to ensure that college staff and students who may be affected by the research can be certain that the research is sound and does not violate board policy, college operating procedures, or federal regulations concerning protection of human participants.

The Institutional Review Board is composed of one administrator or professional staff member from the Office of Institutional Research, one faculty member, and one additional administrator. Additional faculty or staff members may serve in an advisory capacity where appropriate.

**APPROVAL PROCEDURE**

The following persons or groups of persons must comply with the Oakton Approval to Conduct Research (OACR) procedures:

1. Any person or group of persons who is neither employed by nor a student of Oakton Community College and who wishes to use Oakton employees, students, records, or facilities as part of a research project or study.
2. Any Oakton student or staff proposing to conduct studies that:
  - a. Involve staff members in more than one instructional department or college unit;
  - b. Involve classes in more than one instructional department; or
  - c. Directly affect and/or address activities in more than one department or college unit.

If the research involves only one department or college unit, the researcher need not file a Research Proposal Form but must obtain permission from the appropriate instructor(s) and department chair.

After receiving the completed request from the researcher, the Institutional Review Board will verify the following items:

1. The Research Proposal Form has been completed.
2. The appropriate signatures have been obtained by the researcher.

3. The proposed research is compatible with Oakton Community College's mission and purpose and is education-related. The research should deal with the teaching/learning environment or with the college's policies, procedures or operations.
4. The proposal meets the requirements of Protection of Human Subjects (45CFR46).
5. The results will be disseminated in a fashion which would protect the identity of the Participants and, if appropriate, the college. It must be understood that names of individuals will not be used in the study unless the individuals grant permission in writing. The name of Oakton Community College will be used only if the Institutional Review Board grants permission.

## CRITERIA FOR APPROVAL

Individuals requesting authorizing to conduct research must complete an Oakton Research Proposal form (see attachment). Each IRB member will review the proposal independently. Approval of the proposal will be based on the following criteria:

1. Compatibility with the college's mission and purpose.
2. Soundness of rationale for conducting the research project.
3. Soundness of rationale and appropriateness of the sampling, methodology, instrumentation, and treatment of data.
4. Acceptability of the potential effects the collection of data and the dissemination and use of results may have on Oakton students, personnel, operations, and the community.
5. Evidence of support of other involved individuals or groups internal or external to Oakton.

If the IRB has questions regarding the completeness, relevance, or other aspects of the proposed project, an IRB member will contact the requestor to arrange a meeting.

Under certain circumstances, the Institutional Review Board will submit the request to the appropriate vice president or the president for approval. This submission will occur if the project:

1. Has political or broad community implications for the college;
2. Involves board policy;
3. Involves all or a significant portion of the staff;
4. Involves all or a significant portion of the students; or
5. Involves established operating procedures and/or board policies

## TIMELINE AND NOTIFICATION OF APPROVAL OR DISAPPROVAL

Ordinarily the requestor will be contacted concerning the status of the request within ten working days of receipt of the proposal. If possible, approval or denial of the request will be made at that time. If a delay is necessary, an appropriate timeline will be negotiated with the requestor.

If a research request is denied, the notification will include the reason(s) for the denial. A revised proposal, or sections thereof, may be submitted for reconsideration.



## Research Proposal Form

*Note: Please complete this form and attach brief responses to the issues raised, keeping in mind that the primary concern is the potential risk—physical, emotional, or other—to the participants, as well as the protection of their rights. Provide copies of all stories, questionnaires, consent forms or other documents to be used in the inquiry. The Institutional Review Board (IRB) must have enough information about the transactions with the participants to evaluate the risks of participation. Assurance from you, no matter how strong, will not substitute for a description of the transactions.*

*Submit the proposal and supporting documents to the Institutional Review Board, c/o Office of Institutional Research, Room 2505 Des Plaines.*

**Principal investigator:**

**Title:**

**Institution:**

**Address:**

**Phone:**

**Fax:**

**Email:**

**Other researchers in project (provide same information as for principal investigator)**

**Research Title:** \_\_\_\_\_

**Data Collection Start Date:** \_\_\_\_\_

*Note: Unless designated “Exempt” at the program and department level, this project must receive formal approval in the form of an approval letter from the IRB chair prior to the start of data collection. Projects researchers believe to be “exempt” must still complete an Oakton Research Proposal Form, to be submitted to the IRB.*

**Project Description:**

Using the guidelines on the next pages, address the following in a narrative.

- Briefly describe the purpose of your study and, in non-technical terms, what will the participants be asked to do, what are the processes and procedures for data collection. Append relevant instruments (protocols, questionnaires, surveys, etc.).

- Describe any potential risks or benefits (emotional, physical, social, or political) to your participants.
- Give the anticipated ages, sex, and number of participants, and explain how and where they will be recruited.
- Describe the procedures for obtaining informed consent as provided for the Code of Federal Regulations, section 46.116. Append any forms used.

***For Non-Exempt Projects Only:***

- If minors are involved, describe the procedures for obtaining consent to participate from the minors capable of giving consent, as well as the procedures to obtain parental or guardian consent.
- If risk is involved, explain how the knowledge to be gained and/or the benefits to the research participants from the proposed research justify any risks the participants might incur.
- Explain what, if any, support services will be provided in the event of harm to a participant.

**Signatures**

**Certification**

I certify that I have read and understand the policies and procedures for research projects that involve human participants and that I intend to comply with the Oakton Community College procedures for research involving human participants. Significant changes in the research protocol for an approved study must be submitted to the IRB and approved prior to those changes being put into practice.

**Researcher(s)**

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Check one of the following, indicating the category into which this research falls according to Title 45, Code of Federal Regulations, Part 46:**

- Project is exempt. **Cite exempt category (see Guidelines):**
- Project is referred for Institutional Review Board for review.

**Department Chair/Program Director**

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

## Oakton Community College Research Project Guidelines

### Institutional Review Board Criteria for Ethical Research

The following requirements for the approval of research is based upon the *Code of Federal Regulations, Title 45, Public Welfare, Part 46, Protection of Human Subjects, (revised Oct 1, 1997)*. The scope and interpretation of this checklist are determined by reference to that original document.

#### Requirements of All Research:

- Risks to participants, where they exist, will be minimized and are reasonable in relation to anticipated benefits. (46.111a 1-2)
- Participants will be equitably chosen, especially in the case of vulnerable populations—children, persons with disabilities, the homeless, etc. (46.111a 3)
- Documentation of informed consent will be obtained from each participant or participant's legal representative. (46.111a 4-5; see Required Elements for Informed Consent below)
- Measures will be taken to monitor data collected to insure the safety and privacy of the participants. (46.111a 6-7)
- In the case of vulnerable populations, additional safeguards will be included to prevent coercion or undue influence by the researcher. (46.111a 8)

#### Required Elements for Informed Consent:

- The consent form provides a clear and non-technical explanation of the research project—sufficient to inform a participant's decision to participate or not. (46.116a 1)
- The consent form describes any foreseeable risks or discomforts, as well as possible benefits to the participant. (46.116a 2-3)
- The consent form informs the participant of the extent to which confidentiality will be maintained. (46.116a 5)
- The consent form identifies a person to contact should questions regarding the research or the participant's rights arise. (46.116a 7)
- The consent form provides a statement that participation is voluntary and that refusal to participate or termination of participation will result in no harm to the participant (46.116a 8)

When appropriate the following should also be included:

- If relevant, the consent form describes any alternative treatments being withheld by the researcher that might be advantageous to the participant. (46.116a 4)
- The consent form explains any compensation to be provided should harm to the participant occur. (46.116a 6)

## **Criteria for a Project to be Exempt from Review**

*To be exempt from review, a project must be in one of these categories:*

### **Categories (one of the following):**

- Research in common educational settings, involving normal or special educational practices. (46.101b 1)
- Research involving educational tests, surveys, interviews, or observation unless confidentiality cannot be maintained or disclosure places the participants at risk. (46.101b 2)
- Research involving elected or appointed public officials or candidates for office, even when confidentiality cannot be maintained or disclosure places the participants at risk. (46.101b 3)
- Research involving the study of existing data either publicly available or recorded by the researcher(s) in a manner that maintains confidentiality. (46.101b 4)
- Institutional or organizational research designed to improve service or benefits when approved by the agency's head. (46.101b 5)