



<b>Policy Title</b>	Bristol Community College Institutional Review Board (IRB) Policy
<b>Approved by</b>	Bristol Community College Institutional Review Board
<b>Last Revision Date</b>	May 28, 2013
<b>Audience</b>	This policy applies to any employee or non-employee who plans to conduct research involving human subjects at Bristol Community College.
<b>Purpose</b>	The purpose of this policy is to establish procedures that will assist the BCC IRB to assure that all research involving human subjects is in compliance with the federal regulations that protect human subjects from harm.
<b>Policy Statement and Guidelines</b>	<p>The BCC IRB is registered with the Office for Human Research Protections (IORG#: IORG0004973) and has a Federal Wide Assurance (FWA#: FWA00011953) that provides HHS authorization for the College to receive support for research involving human subjects.</p> <p>The goal of the IRB is to protect the rights and welfare of those individuals who agree to participate in research. This policy establishes the procedures for review and approval of research proposals and activities by the IRB. The procedures are intended to provide an objective process to review and minimize potential risks to human subjects associated with the proposed research.</p> <p>The BCC IRB members will include the Vice President of Institutional Research, Planning, and Assessment as Chairperson. IRB members are approved by OHRP for three years. Membership of the IRB consists of at least five members. The members will have varying backgrounds to promote complete and adequate review of research activities commonly conducted by the institution. The IRB shall be sufficiently qualified through the experience and expertise of its members and their diversity, including race, gender, cultural backgrounds, and sensitivity to such issues as community attitudes, to promote respect for its advice and counsel in safeguarding the rights and welfare of human subjects. One of the five members must be an individual with no connections to the College.</p>

	<p>The BCC IRB will meet at least once per year and as needed to review plans for research by members of the institution and those associated with the College who are conducting human subject research. Review of research applications by the IRB can occur electronically. All personnel will receive notice of the existing Human Subjects Research Guidelines annually.</p> <p>Researchers must complete an IRB application if human subjects will be involved. If it is not clear whether the research involves human subjects, or whether the activity requires IRB review, the researcher must seek assistance from the College's IRB in making the determination. Please contact the College's Office of Institutional Research, Planning, and Assessment to access the BCC IRB.</p> <p>External researchers who wish to conduct research at BCC must obtain IRB approval from their own institution (if applicable). These materials must be submitted to in order to complete the BCC IRB application process.</p>
<b>Researcher Responsibilities and Disclaimers</b>	<p>IRB approval must be obtained prior to conducting research. Researchers must complete an IRB application prior to initiating research at BCC whenever human subjects are involved even if they do not think that the subjects are at a high risk level.</p> <p>Faculty and/or staff supervising students who are planning a research project must inform students of the IRB process and require that students obtain IRB approval before initiating research.</p>
<b>Policy Violations/Consequences</b>	<p>Federal legislation places the burden of liability for negligence and harm directly on the researcher and the College. BCC reserves the right to assume necessary legal and administrative action in order to adequately address policy violations.</p>
<b>Original Issued Date</b>	<p>May 28, 2013</p>
<b>Contact Name</b>	<p>Rhonda Gabovitch  Vice President of Institutional Research, Planning, and Assessment  Chair, Institutional Review Board  Bristol Community College  777 Elsbree Street  Fall River, MA 02720  508-678-2811, ext. 2023</p>