Institutional Research Committee
Procedures and Application

Faculty and staff of Camden County College, and other researchers not employed by the College, who are conducting research studies that involve students or the use of institutional data, must secure prior approval from the College's Institutional Review Committee (IRC). The IRC exists to assist the researcher in respecting and protecting the rights and welfare of student subjects and the Institution.

The College's policy regarding Protection of Human Subjects applies to all research activities performed by any member of the College community and to all educational development, training and improvement or other related activities containing a research, evaluation and/or development component. The President will appoint a five-member Institutional Review Committee, chaired by the Dean of Institutional Research and Planning to review applications and proposals. The Committee will have the ability to approve, require modification as a condition of approval and/or to disapprove proposed activities that are not covered in this policy.

Appeals of the Board's decision can be made to the President.

Activities

For our purposes, research is defined as a systematic and formal investigation designed to develop or contribute to the body of knowledge about educational policies and practices and with the intent of publicizing the results. Therefore, research conducted in established or commonly accepted educational settings, involving normal educational practices, or research involving the use of cognitive, diagnostic, aptitude, or achievement test results, interviews, surveys or observations of behavior will be subject to IRC approval. Research involving the collection of data or study of existing institutional data, documents and/or records is also included. Research and demonstration projects designed to study, evaluate, or otherwise examine public benefit of programs are also covered by this policy.

The use of human or animal subjects for biomedical or behavioral research is strictly prohibited.

Criteria for Review and Approval

The IRC review is based on three broad criteria:

1. Informed consent (information, clarity and voluntariness of the proposed research)
2. Assessment of risks and benefits to the students and/or the institution
3. Selection of students or institutional data

Application and Process

The application (Form IRC-A) must state specifically what information will be required to complete the study. If human subject or student data is required, the researcher must clearly indicate what information will be required and how notice will be provided to the subjects

regarding the research. The application must also state how the subjects' informed consent will be obtained. If institutional data is requested, the researcher must clearly indicate what information will be required. An application form and a sample consent form are included in the application materials and are provided as a guide.

Confidentiality

Adequate provisions must be provided to insure the privacy of the students and/or the institutional data and the confidentiality of the identifiable data. The application must include a description of the procedures to accomplish confidentiality: data storage, names of persons with access to the data and method of destroying the data when the study is completed.

Costs

The College is under no obligation to provide data for any research project. Some requests for data are very time intensive and/or require special programming. Please be aware, costs may be associated with your request for data. If data will be collected for grant purposes, please build in programming costs in the grant budget.

Timeline

An initial determination will be made within 30 days of receipt of a completed application. Additional time will be required for subsequent reviews of modified proposals.

Contingent Approval (Internal Applicants Only)

Employees of the College may apply for contingent IRC site approval. In this case, you cannot start the study until we have received a copy of the approved IRB form from the sponsoring institution. Any revisions to the proposal submitted with your application will need to be reviewed by Camden's IRC. Failure to provide a copy of the approved IRB form will result in withdrawal of our contingent approval and the study will be disallowed. This Contingent Site Approval expires in 120 days if we do not receive a copy of the fully approved IRB form from the sponsoring institution. You may reapply for an extension of the contingency approval if the initial approval has expired.

While the Institutional Review Committee ensures the ethical treatment of human subjects through its research approval process and adheres to federal/state guidelines for human subject research, the IRC is ***not a federally registered IRB****. This committee is pursuant to Camden County College policies and therefore only approves projects that are aligned with the aforementioned policy. If your research is funded by state or federal monies and adheres to Camden's guidelines, you will need to obtain approval from both Camden's IRC and a federally registered IRB.*

CAMDEN COUNTY COLLEGE

Application Cover Sheet
FORM-IRC-A

Project Title:

_____

_____

Researcher Name: _____ Date: _____

Mailing Address: _____ (Street)

_____ (City/State/Zip)

Department: _____ Location: _____

Email: _____ Telephone: _____

IRB Affiliate Institution:

_____

Co-Investigator Name(s):

_____

Faculty Sponsor (if student): _____

Department: _____ Location: _____

Email: _____ Telephone: _____

For Office Use Only

Application No. _____

CAMDEN COUNTY COLLEGE

Required Application Information

You need to provide an explanation/description after each bullet listed in the application.

Abstract

- Describe the purpose of the research and summarize the strategies used to protect students and/or institutional data. Include your research hypothesis and your research design.

Study Population Selection Process

- Identify the students and/or faculty who will be asked to participate, how you will persuade them to participate and the number of students to be involved. If you plan to advertise for volunteers, how will this be accomplished?
- Will students be selected based on identifying or specific characteristics (i.e., age, gender, race, program of study, socio-economic status, etc.)? If the research involves a sensitive population, explain the rationale for using this population and detail how the problem(s) unique to this population may surface and how it will be dealt with.

Data Selection Process

- Identify the data you wish to access for your study. Explain why this data is necessary to accomplish your objectives.
- Will data be sorted based on identifying or specific characteristics? (i.e., **as it relates to students and/or faculty**, age, gender, race, program of study, town of residence, etc.) If so, explain why.
- **As it relates to other institutional data, please explain and provide a rationale.**

Procedures Involving Students

- Describe in detail your methods and procedures with emphasis on the steps you will follow to garner student participation.
- If you are using a standardized test or survey or a researcher-designed survey or questionnaire, attach a copy of it to this application.

Risks and Benefits

- Are there risks to the students? If so, explain.
- What are the potential benefits that will accrue from student participation?
- Are there risks to the institution? If so, explain.

Confidentiality

- Provisions must be made to protect the privacy of students and/or the institutional data and to maintain confidentiality of identifiable information.

- Explain how your procedures will address safeguarding personal information, including data storage, location and duration, access by researcher and others, and methods of destroying data when completed.

Information and Consent Forms

- Provide a letter containing the information that will be given to students about the study.
- State how their consent will be obtained. Your letter should contain a description of data storage methods that will insure confidentiality.
- Minors cannot participate in research studies without parental consent. The student's signature is necessary. Above the student signature line, type: "I am over 18 years of age and wish to participate in the research study of (your name) entitled (title of your study) at Camden County College."

Required Attachments

□ Completed, approved IRB Application from requestor's affiliated college/university
□ Certificate of Completion in Protecting Human Research Participants Course Certification
□ Copy of each instrument (survey, questionnaire, focus group protocol, etc.) used in the study
□ Copy of Consent Form

Reporting Requirements

Approved projects must adhere to the following reporting requirements:

Amendments

If a significant change from a previously approved protocol is to be made, an amendment must be submitted for review. There is no set form for this procedure. Investigators should reference the original protocol form as a guide to the type of information required when submitting an amendment.

Adverse Events

Investigators are required to report adverse and/or unexpected events that are experienced by human subjects in research protocols. Federal policy [45 CFR 46] includes adverse event reporting as a component of mandatory continuing review of approved protocols, with the stipulation that serious adverse events be reported immediately, if they occur.

Final Research Reports

Approved projects are required to submit a copy of their final research report. Electronic copies are preferred and can be submitted to Dean of Institutional Research & Planning, Camden County College, PO Box 200 College Drive, Blackwood, NJ 08012 or electronically to IR@camdencc.edu.

By signing below, I acknowledge that I have fully read and understood the application and reporting requirements listed above. I will notify the college of any amendments or adverse events and provide a copy of the final research report.

Signature of Applicant: _____ Date: _____