Procedures of the Missouri Valley College Institutional Review Board

Purpose of the Institutional Review Board (IRB)

The Institutional Review Board (IRB) of Missouri Valley College will act in accordance with federal regulations established by the Department of Health and Human Services National Institutes of Health Office for Protection from Research Risks. Its purpose is to review research projects proposed by employees and students of Missouri Valley College to ensure that projects not only demonstrate the humane and ethical principles of respect, beneficence, and justice, but also comply with federal regulations. A project that receives IRB approval may be conducted at Missouri Valley College within the constraints set forth by the IRB and by other institutional and federal requirements.

IRB Membership

The IRB will consist of at least five members, with varying backgrounds. At least one member should have expertise in scientific areas, and at least one should have expertise in nonscientific areas. At least one member should be able to ascertain the acceptability of proposed research in terms of institutional commitments and regulations, applicable law, and standards of professional conduct and practice. At least one member should not be otherwise affiliated with Missouri Valley College, nor should that member be part of the immediate family of a person who is affiliated with Missouri Valley College. No member of the IRB may participate in the IRB’s initial or continuing review of any project in which the member has a conflicting interest, except to provide
information requested by the IRB. Every effort must be made to ensure that the IRB does not consist entirely of men or entirely of women and that members are not from only one profession. As a whole, the IRB membership should be sufficiently qualified through the experience and expertise of its members to engender respect for its advice and counsel in safeguarding the rights and welfare of human subjects.

**Operation of the IRB**

The IRB shall review proposed research at convened meetings at which a majority of the members of the IRB are present. In order for the research to be approved, it shall receive the approval of a majority of those members present at the meeting.

The only exception is for certain kinds of research involving no more than minimal risk that qualify for expedited review, and for minor changes in approved research.

**Records of the IRB**

The IRB shall prepare and maintain adequate documentation of its activities, including the following:

1. Copies of all research proposals reviewed, scientific evaluations, if any, that accompany the proposals, approved sample consent documents, progress reports submitted by investigators, and reports of injuries to subjects.

2. Minutes of IRB meetings, which shall be in sufficient detail to show attendance at the meetings; actions taken by the IRB; the vote on these actions including the number of members voting for, against, and abstaining; the basis for requiring changes in or disapproving research; and a written summary of the discussion of disputed issues and their resolution.
3. Records of continuing review activities, including annual reviews.

4. Copies of all correspondence between the IRB and the investigators.

5. A list of IRB members, including name; earned degrees; representative capacity; indications of experience such as board certifications, licenses, etc., sufficient to describe each member’s chief anticipated contributions to IRB deliberations; and any employment or other relationship between each member and the institution.

6. Written procedures for the IRB, in detail.

7. Statements of significant new findings provided to subjects, as required by law.

The records required by this policy shall be retained for at least three years, and records relating to research that is conducted shall be retained for at least three years after completion of the research.

**Timeline for Proposals to the IRB**

1. The researcher must submit the grant application, consent forms, and research design. The researcher must submit seven copies of this material to Chair, IRB, Missouri Valley College, in care of Vice President of Academic Affairs.

2. Within one week of receiving the research proposal, the Chair will send a letter acknowledging receipt. The Chair will distribute the material to IRB members, who will review it individually using the IRB checklist.

3. IRB members will meet within two weeks of receiving the material to discuss the proposal and make a decision.
4. Within 45 days of the letter of acknowledgment, the IRB will issue a decision on the proposed research. If the proposal is not approved, the IRB will specify reasons for its disapproval. The researcher will have the opportunity to meet with the IRB and respond to its concerns. If the proposal is approved, the letter sent to the researcher must state that no changes may be made to the research project without approval from the IRB except to safeguard the health or safety of the subjects. In those cases, the researcher is expected to make the necessary changes immediately and notify the IRB within 24 hours.

5. All research projects must be reviewed at least once annually.