

COASTAL ALABAMA COMMUNITY COLLEGE			
Policies and Procedures Manual			
Title:	Research on Human Subjects		Approved by:
Insert:	04.04	Date:	10/23/2023
Replace:		Date:	
Reviewed:		Date:	
Remove:		Date:	

Warren Craig P...

POLICY / PURPOSE:

Coastal Alabama Community College actively protects the welfare and rights of subjects in research conducted under the auspices of the College. Further, the College supports the ethical guidelines for conduct of research of the federal government and of respective disciplines represented in the College through the implementation of a collegial review procedure for all research associated with the College. The review is conducted by members of the Institutional Review Board (IRB), appointed by the President.

SCOPE:

This policy applies to all Coastal Alabama Community College employees and all individuals participating in research.


DEFINITIONS:

Institutional Review Board (IRB): Members of the IRB include: Chief Academic Officer, Dean – Student Services, Dean – External Funding & Institutional Effectiveness, and Director – Institutional Effectiveness, Research, & Planning.

DETAILS:

1. Functions of the IRB:
 - a. Certifying that ethical principles are adhered to.
 - b. Recommending that modifications be made to uncertified research.
 - c. Ensuring confidentiality. All review proceedings between researchers and members of the IRB are confidential.
 - d. Ensuring review is based on the American Psychological Association (APA) Ethical Guidelines for Research with Human Subjects.
2. Research is conducted at the expense of the employee or student unless otherwise authorized by the College President.
3. Participants in research must be provided with purpose of the research, risks and benefits, and role of participation
4. Participants must give their consent to participate in writing and being free to withdraw from the research at any time.
5. Participants in research will not be identified when findings are presented or published.

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6. The researcher must follow all Coastal Alabama Community College Policies and Procedures.
7. The researcher agrees to inform Coastal Alabama Community College when the research is complete and provide the College a copy of the results of the study.
8. It is the employee's or student's responsibility to comply with the Copyright Act and all other legislation governing the reproduction of copyrighted materials. Should an employee wish to use copyright materials, a copy of the authorization from the author or owner of the materials must accompany the [Research of Human Subjects Request for Research Form](#).
9. Coastal Alabama Community College reserves the right to terminate any and all external research at the discretion of the President.

PROCEDURE(S):

1. Complete the [Research of Human Subjects Request for Research Form](#).
2. Return the completed [Research of Human Subjects Request for Research Form](#) to the Director – Institutional Effectiveness, Research, & Planning no less than one semester prior to the proposed beginning date of the research.
3. The Director – Institutional Effectiveness, Research, & Planning reviews the form and advances the request to the IRB.
4. The application is reviewed by the IRB. A majority vote of the IRB is required for approval (an IRB member may solicit input from an instructor in the specific field of research, if that appears justified). IRB reviews and comments are returned directly to the individual making the request. The Director – Institutional Effectiveness, Research, & Planning sends a letter to the applicant notifying them of the approval or disapproval of the request. Review is expected to be completed within five (5) business days.
5. If the IRB does not approve the research, the decision may be appealed to the President.

ADDITIONAL PROVISIONS/INFORMATION:

There are no additional provisions/information for this policy.