

**South Georgia College**  
**Institutional Review Board Policy**

**May 12, 2011**

**Overview**

An Institutional Review Board (IRB) is a committee or board mandated by the National Research Act, Public Law 93-348, to be established within each university or other institution that conducts most types of research involving humans. The purpose of the IRB is to review all proposals for human research before the research is conducted to determine whether the research plan has adequately included the ethical dimensions of the project. Federal oversight of the IRB is conducted by the United States Office for Protection from Research Risks (<http://www.hhs.gov/ohrp/>) within the National Institutes of Health. Institutions not in compliance with the law may lose federal funding. The South Georgia College IRB is charged with oversight responsibilities for all research activities that originate or involve SGC students, faculty, and/or staff members. The primary purpose of the SGC IRB is to protect individuals participating in research and the institution conducting the research.

**Membership**

Dr. Carl McDonald  
Vice President of Academic Affairs  
Office of Academic Affairs  
Phone: (912) 260-4204  
Fax: (912) 260-4440  
[carl.mcdonald@sgc.edu](mailto:carl.mcdonald@sgc.edu)

Dr. Randy Braswell  
Director of Admissions, Records, and Research  
Office of Admissions  
Phone: (912) 260-4206  
Fax: (912) 260-4441  
[randy.braswell@sgc.edu](mailto:randy.braswell@sgc.edu)

Dr. Frank Howliski (Chair)  
Assistant Professor of Psychology  
Division of Business and Social Sciences  
Phone: (912) 260-4253  
Fax: (912) 260-4446

Ms. Danielle Buehrer  
Director of Institutional Effectiveness  
Office of Institutional Effectiveness  
Phone: (912) 260-4419  
Fax: (912) 260-4457  
[danielle.buehrer@sgc.edu](mailto:danielle.buehrer@sgc.edu)

Ms. Valerie Webster  
Director of Entry Programs and Planning  
South Georgia College Entry Program  
Phone: (229) 293-6247  
Fax: (229) 293-6248  
[valerie.webster@sgc.edu](mailto:valerie.webster@sgc.edu)

## **IRB Review Process**

The information below provides an overview of the review process. For any questions regarding the appropriate level of application please contact the Chair of the IRB.

- *Non-affiliated researchers:* Individuals, organizations or other entities, who are not faculty, staff, or recognized organizations of SGC, who are operating as primary investigators and/or co-investigators and wish to conduct research on the grounds of SGC or wish to conduct research which uses as subjects SGC students, faculty, or staff in their respective roles, must obtain written approval from the Office of the Vice President for Academic Affairs (VPAA) prior to IRB review. The letter of approval from the Office of the VPAA must be included in the IRB review application in order for the project to be reviewed. Projects conducted by non-affiliated researchers require full-board review.
- *Full Review:* Projects that do not qualify for Expedited or Exempt review require the review of the full IRB at a convened meeting. The status of the project is decided via

majority vote by a quorum of the IRB members at the convened meeting. All required materials must be submitted on or before the first workday of the month in order for the materials to be reviewed that month. Applications which are incomplete or received after the first workday of the month will be reviewed at the next convened meeting after that month.

- *Expedited Review:* Most research projects that involve no more than minimal risk qualify for Expedited review. This type of review necessitates that the Chair and two other voting members review the project. When one or more of these IRB members cannot agree to approve a protocol, the protocol is referred to the full IRB for consideration at the next convened meeting.
- *Exempt Review:* Projects that are exempt from review by the full IRB and only require review by the IRB chair and one IRB voting member. If the Chair and the IRB member cannot agree to approve a protocol, the protocol is referred to the full IRB for consideration at the next convened meeting. The kinds of projects that are exempt include the use of existing data, documents, and/or records that are publicly available. Also, research projects, which present no more than minimal risk and in which the data collection procedures are such that the data being collected is recorded by the researcher in such a manner that participants cannot be identified, are normally approved as exempt from the full IRB.

### **What requires IRB Review?**

Research activities involving human participants when one or more of the following apply:

- The research is sponsored by South Georgia College (SGC), or

- The research is conducted by or under the direction of any employee or agent of SGC in connection with his or her institutional responsibilities or
- The research is conducted by or under the direction of any employee or agent of SGC using any property or facility of this institution, or
- The research involves the use of SGC records or uses non-public information to identify or contact human research participants or prospective participants, or
- The research will be conducted on the grounds of SGC or uses as subjects SGC students, faculty, or staff in their respective roles, or
- Data collection which will result in an article, master's thesis, doctoral dissertation, poster session, abstract, or any other publication, presentation, or any dissemination of the collected data.

### **What does not require IRB Review?**

IRB review is not required for the following activities:

- Data collection for educational purposes in which no data will be reported outside of the classroom and all data is properly destroyed by the end of the academic term (reporting and discussion of data within the class during a single term is acceptable).
- Data collection for the purpose of reporting to state or national accrediting bodies or other agencies to which SGC is required to generate reports as part of its regular operations.

### **Definitions**

- The term **human subject** refers to "a living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through

intervention or interaction with the individual, or (2) identifiable private information" (45 CFR 46 Section 46.102).

- **Research** means a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge (45 CFR 46 Section 46.102). Activities that meet this definition constitute research for purposes of this policy whether or not they are conducted or supported under a program which is considered research for other purposes.
- **IRB approval** means the determination of the IRB that the research has been reviewed and may be conducted at an institution within the constraints set forth by the IRB.
- **Minimal risk** means that the probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests.
- **Children** are persons who have not attained the legal age for consent to treatments or procedures involved in the research, under the applicable law of the jurisdiction in which the research will be conducted.
- **Assent** means a child's affirmative agreement to participate in research. Mere failure to object should not, absent affirmative agreement, be construed as assent.
- **Permission** means the agreement of parent(s) or guardian to the participation of their child or ward in research.
- **Parent** means a child's biological or adoptive parent.
- **Guardian** means an individual who is authorized under applicable state or local law to consent on behalf of a child to general medical care.