REQUESTS FOR RESEARCH PARTICIPATION, IRB REVIEW AND DATA COLLECTION PROCEDURE

DIVISION: ACADEMIC AFFAIRS
DEPARTMENT: INSTITUTIONAL RESEARCH AND PLANNING
SUPERVISING STAFF MEMBER: CHAIR, INSTITUTIONAL REVIEW BOARD
FINAL APPROVAL: PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS
APPROVAL DATE: JUNE 26, 2014

All requests for research participation and/or data collection from Luzerne County Community College from both internal and external constituents must be submitted to the Institutional Review Board Chair in writing using the College’s established IRB research review forms.

- College staff may obtain the necessary forms on the Staff Intranet under “College Forms/Resources – Academic Affairs.”
- Those outside the College may obtain the necessary forms by contacting the IRB Chair.
- Contact information for the IRB Chair is posted on the College’s Web site under the heading “About/Institutional Review Board.”
- Research requests received by the Institutional Research and Planning Office will be forwarded to the IRB Chair for consideration.
- Persons submitting research requests by phone or via e-mail will be directed to complete the appropriate form.

The established IRB research review forms are 1) Exempt Research Review Form; 2) Expedited Review of Research Form; and, 3) Full IRB Review Protocol Summary Form. The type of form to be completed depends on the type of research project being conducted. The IRB Chair can assist with identifying the appropriate form to complete. Incomplete forms will be returned to the requestor for completion.

Once all necessary information has been submitted, the IRB Chair will determine approval or present the request to the full IRB in accordance with Office of Human Research Protections guidelines documented in the Ethical Principles and Guidelines for the Protection of Human Subjects of Research. Approval/disapproval will be decided within 21 days of receipt of the request.

If a request is disapproved, the IRB Chair will notify the requester that his/her request was denied and provide the reasons why the request was denied.

If a request is approved, the IRB Chair will notify the requester that his/her request was approved and that the Director of Institutional Research and Planning will contact him/her to follow up on gathering and providing the data. The IRB Chair will then forward the request along with written notification that the request was approved to the Director of Institutional Research and Planning to be processed.

The Director of Institutional Research and Planning will contact the requester to discuss details of implementation and provide an estimated completion date (if appropriate). Depending upon the request, the College may take up to three months to gather the data if that step is required. In those cases, the Institutional Research and Planning Office will be responsible only for gathering data; at no time will the Office conduct any type of analysis of the data. Once data collection is completed and/or surveys are distributed, the Director of Institutional Research and Planning or his/her designee will report on the status to the requester and notify the IRB Chair that the research project has been completed.