

Policy Title Research Review Proposal Policy	Original Adoption Date 7/8/2019	Policy Number RP-795
Responsible College Division/Department Strategy	Responsible College Manager Title Vice President of Strategic Development	
Policy Statement		
<p>The Lakeshore College Institutional Review Board (IRB), chaired by the Vice President of Strategic Development, has a minimum of three members. The IRB requires the researcher to provide evidence of:</p> <ul style="list-style-type: none">• Departmental/division leadership approval where staff and/or students will be the focus of the proposed research. The proposed research request should:<ul style="list-style-type: none">○ Identify the commitment of time or other resources○ Identify the extent to which the research activity interrupts the teaching/working environment of the College• The protection of human subjects by the researcher’s institution of higher learning IRB• Informed consent of human subjects for non-exempt areas• Protection of confidentiality for research participants to assure individual students or staff information are unidentifiable and destroyed upon completion of the research		
<p><u>Projects which require approval include:</u></p> <ul style="list-style-type: none">• Research which involves the collection of information about living human subjects with the intent to publicly present or publish the information. This includes class projects and personal college attainment studies (thesis, etc.)• Research projects which involve research methods:<ul style="list-style-type: none">○ Surveys or interviews with human subjects○ Assessments or observations of human participants• Information about individuals which is not public domain		
<p><u>Projects which do not require approval include:</u></p> <ul style="list-style-type: none">• Classroom projects for the purpose of teaching survey/research methodologies• Program/course evaluations for the purpose of improving or developing a program/course - this information is not to be used to contribute to generalizable knowledge• Projects exempt from review under 45 CFR 46.101(b)		
<p>Failure to obtain Institutional Review Board approval prior to undertaking any research activity is a violation of Lakeshore’s policy and, in most cases, will release Lakeshore from any indirect liability otherwise incurred. In these cases, the researcher would be solely responsible for any liability.</p>		

Reason for Policy

The Lakeshore Institutional Review Board's purpose is to assure the safety, welfare, dignity, and rights of human participants and/or human subjects involved in research studies conducted individually or collectively by Lakeshore staff, faculty, or students. Complying with applicable law, the IRB is to review all research proposals which involve living human subjects, including but not limited to surveys, interviews, and information about individuals which is not public domain. All studies must be mindful of the rights of individuals and be conducted according to standards established by the U.S. Department of Health and Human Services (DHHS) in 45 CFR 46.

Historical Data, Cross References and Legal Review

Created/Adopted: 7/8/19

Reviewed/Revised: 8/29/2024

Cross Reference: U.S. Department of Health and Human Services (DHHS) in 45 CFR 46, 24 CFR 46.101(b)

Legal Counsel Review and Approval: N/A

Board Policy: III.A. General Executive Constraint, III.B. People Treatment

Definitions