

Aims Community College Procedure
Executive Vice President
Institutional Review Board Procedure

Purpose Statement

This procedure exists to provide guidance to employees and students at Aims Community College as well as anyone outside of Aims CC who propose to conduct research involving human subjects, and Aims CC employees and/or students in particular.

Principal investigators conducting research involving human subjects must submit their research application to the college's Institutional Review Board (IRB). A principal investigator is any individual who assumes full responsibility for a research project, including the supervision of any co-investigators, research assistants, staff, and students.

A. Role of the Institutional Review Board

1. The IRB maintains written practices to comply with all rules, regulations, laws and best practices relating to research involving human subjects.
2. The IRB reviews proposals as a full board regardless of the IRB status (exempt, expedited or full review)
3. The IRB works to ensure that risks to vulnerable populations, individuals, and the college are properly protected before granting approval for research to begin.
4. The IRB reviews copies of informed consent to be given to participants.
5. The IRB ensures approved projects continue to be updated for review.
6. The IRB may terminate or suspend projects when research misconduct is reported or confirmed.

B. Institutional Review Board Membership

1. The IRB is composed of faculty and staff, and is chaired by the Executive Director of Institutional Research and Assessment.

C. Application and Approval Process

1. All individuals who propose to conduct research involving human subjects must prepare and submit a research application to the Institutional Review Board for consideration. This can be found on the Aims CC website on the Institutional Research page.
2. Upon receipt of an application the IRB chair will convene the full board for review.
3. Research may not begin until formal approval has been obtained.

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Responsible Administrator: Executive Vice President

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