



Policy: Institutional Review Board (IRB) Policy

Policy Number: AA6001

Adopted: October 9, 2023

Contact: irb@dmacc.edu

Background

At Des Moines Area Community College (DMACC), all research involving human participants must be approved by DMACC's Institutional Review Board (IRB) in accordance with federal regulations.

IRB regulated human subjects research is defined as

“Research means a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge. Activities that meet this definition constitute research for purposes of this policy, whether or not they are conducted or supported under a program that is considered research for other purposes.” (45 CFR 46.102(d))

Policy Contents

Membership	2
Handbook	2
Principal Investigators	2
DMACC Students	2
DMACC Employees	2
External Stakeholders	3

Membership

The IRB must consist of a minimum of five members with diverse backgrounds to ensure comprehensive review of research, encompassing both scientific and nonscientific expertise, including at least one external member not affiliated with the institution or be family members of those already on the board, abstaining from reviews where conflicts of interest exist, and allowing experts in special areas to assist without voting rights. (45CFR 46.107)

Handbook

The Institutional Review Board will update the IRB Handbook, which will detail the IRB's functions. (The handbook will be in the form of a SharePoint site:

[https://dmaccit.sharepoint.com/sites/OPAD-OfficeofPlanningAssessmentandData/SitePages/IRB-\(Draft\).aspx?csf=1&web=1&share=EZ0v5YFGqyFBjTU_XV3IgUAB9Ikwf6gsIxFQ0TLQMXmdIag&e=YwtvKm](https://dmaccit.sharepoint.com/sites/OPAD-OfficeofPlanningAssessmentandData/SitePages/IRB-(Draft).aspx?csf=1&web=1&share=EZ0v5YFGqyFBjTU_XV3IgUAB9Ikwf6gsIxFQ0TLQMXmdIag&e=YwtvKm)

Principal Investigators

DMACC uses a three-tier system, with each tier representing a specific group (DMACC students, DMACC employees, or external stakeholders) and having its own set of application and training requirements.

DMACC Students

1. DMACC students will fill out information about who they are and their student ID. They will complete an IRB application outlining their research. They will attach finalized informed consent forms, recruitment materials, instruments, and CITI Completion Report or Completion Certificate. A signature of support from a DMACC instructor will be required. Once all parts of the IRB application are complete, the IRB application can be submitted.
2. The IRB aims to review the application within approximately two weeks to assess whether the research qualifies for exempt, expedited, or requires a full board review. However, the review process may extend beyond this timeframe.
 - a. If approved as exempt or expedited, the investigator may start the study upon receiving confirmation from DMACC's IRB.
 - b. If a full board review is required, the applicant will be informed of the scheduled meeting date. Following the scheduled meeting, the DMACC IRB will communicate their decision within approximately one week.

DMACC Employees

1. DMACC employees will fill out information about who they are and their position. They will complete an IRB application outlining their research. They will attach finalized informed consent forms, recruitment materials, instruments, and CITI Completion Report or Completion



Certificate. Once all parts of the IRB application are complete, the IRB application can be submitted.

2. The IRB aims to review the application within approximately two weeks to assess whether the research qualifies for exempt, expedited, or requires a full board review. However, the review process may extend beyond this timeframe.

- a. If approved as exempt or expedited, the investigator may start the study upon receiving confirmation from DMACC's IRB.
- b. If a full board review is required, the applicant will be informed of the scheduled meeting date. Following the scheduled meeting, the DMACC IRB will communicate their decision within approximately one week.

External Stakeholders

1. External stakeholders to DMACC who want to do human subject research involving DMACC students or employees, they will fill out information about who they are and their business or educational institutions. They will submit a small paragraph explaining why they want to do their research at DMACC. They will complete an IRB application outlining their research and They will attach finalized informed consent forms, recruitment materials, instruments, and CITI Completion Report or Completion Certificate.

2. External stakeholders will agree that they will not require any support from DMACC employees. Support will be defined as a DMACC employee who will sign off on the importance of the research and will supervise the research.

3. External stakeholders will detail any prearranged resources provided by DMACC employees. Resources will be defined as DMACC employees providing data, property, time, emails, and other similar contributions. DMACC employees are not obligated to provide resources.

Additionally, DMACC students cannot provide resources to external stakeholders.

4. If external researchers want DMACC student or employees' emails or other directory information, they must submit a Freedom of Information Act request detailing the specific directory information needed.

5. If external researchers are associated with other colleges or universities, they must submit proof of IRB support from their home university.

6. The IRB aims to review the application within approximately two weeks to assess whether the research qualifies for exempt, expedited, or requires a full board review. However, the review process may extend beyond this timeframe.

- a. If approved as exempt or expedited, the investigator may start the study upon receiving confirmation from DMACC's IRB.
- b. If a full board review is required, the applicant will be informed of the scheduled meeting date. Following the scheduled meeting, the DMACC IRB will communicate their decision within approximately one week.



7. After completing their study, they will be asked to present or send a summary of their findings to the Office of Planning, Assessment, and Data so that DMACC can use the findings for quality improvement or other DMACC needs.

