

Institutional Review Board for the Protection of Human Subjects

Updated October 2010, July 2015, October 2023

Charge: The University Institutional Review Board for the Protection of Human Subjects (IRB) has the responsibility to assure the rights and welfare of all human subjects involved in research conducted by faculty, students, staff or other representatives of the University, and research conducted at the University by extramural researchers. Research is defined as “a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge [\(45 CFR 46.102\(d\)\)](#).”

Composition:

- Five faculty members, at least one representing a nonscientific discipline, three selected to represent the disciplines of education, behavioral sciences, and health sciences, and one selected to represent any of the aforementioned disciplines or any other discipline that has members with expertise in the types of human-subjects research typically conducted at the University.
- One member not otherwise affiliated with the University
- Appropriate research-specific representative as might be required

Members should be diverse in terms of gender, and, if possible, race, cultural background, and interests in qualitative versus quantitative research. (For federal regulations governing IRB membership, see [45 CFR 46.107](#)).

The Provost selects the IRB Chairperson. The Provost and the Chairperson select the other members in collaboration with ECFA. Each member serves a three-year term.

IRB members must be knowledgeable about research ethics and familiar with federal IRB guidelines. Members must have completed federal training for the protection of human subjects.

Reporting Line: Provost

Responsibilities:

- Advise the Provost in establishing and implementing IRB policies.
- Maintain the University’s Federalwide Assurance (FWA) and IRB Registration with the federal Office for Human Research Protections (OHRP).
- Review research proposals submitted to the IRB. The IRB exempts, approves, disapproves, or requires modifications in research proposals as specified by federal regulations and university policies and procedures.
- The IRB Chairperson will review proposals submitted for exempt or expedited review. If the Chairperson has a conflict of interest or an inordinate number of proposals, the Chairperson may ask another IRB member to review proposals. The Chairperson will

notify all IRB members of expedited proposals that have been approved. Only the full board can disapprove research proposals.

- All members review proposals submitted for full board review. The IRB meets to make decisions about these research proposals.
- Maintain the University's IRB website and submission form.
- The IRB chairperson advises the Office of the Provost in the administrative processing of IRB submissions and to insure records are maintained consistent with federal regulations.
- Accomplishes other duties as appropriate to the charge of the IRB.

Frequency of meetings: As needed.