

Policy Manual



Title: Institutional Review Board	Number: 6Hx2-4.29
Legal Authority: <i>U.S. Department of Health and Human Services, Code of Federal Regulations (Title 45, Part 46, Protection of Human Subjects)</i>	Page: 1 of 2

GENERAL STATEMENT

Broward College has established an Institutional Review Board (IRB) to assure that any research conducted at the College involving the collection or analysis of data collected from or about human subjects conforms to the following ethical standards based on the ethical principles, as required by the Department of Health and Human Services (HHS):

- **Respect for Persons:** recognizing the autonomy, and dignity of all human subjects and the awareness of additional needs and lack of autonomy of vulnerable subjects, including economically or educationally disadvantaged persons, children, prisoners, pregnant women, and those persons who are cognitively or mentally impaired.
- **Beneficence:** protecting persons from harm by maximizing anticipated study benefits and minimizing possible risks associated with the research.
- **Justice:** fairness in the dissemination of research benefits and burdens.

THE POLICY and THE STUDENT, THE FACULTY AND STAFF, and the COLLEGE

The IRB is responsible for the review of all research involving human subjects conducted under the auspices of Broward College by its faculty members, students, staff, administrators, as well as by outside investigators using Broward College students, faculty, staff, and administrators, or facilities, whether the research is funded or not.

THE POLICY/PROCESS

The policy or process, including all information related to the required documents and the submission of such, the contact information for the committee chair, links to the required forms, information regarding required training, a submission checklist including all information that must be completed prior to the submission of the packet to the IRB, the types of IRB review, the IRB review and notification processes, and the continued or annual review of the research project can be found at: www.broward.edu/irb.

IMPLEMENTATION and OVERSIGHT

The IRB Committee at Broward College is composed of faculty, administrators, and staff, and an external community member (non-college affiliate, including alumni). HHS regulations for IRB membership stipulate that an IRB must have at least five members with varying backgrounds and include at least one member who is not otherwise affiliated with the institution. The IRB must have at least one member whose primary concerns are in scientific areas and at least one member whose primary concerns are in nonscientific areas (45 CFR 46.107).

History: <i>Adopted June 24, 2014; revised January 23, 2018, revised October 22, 2019</i>			
Approved by the Board of Trustees	Date: 10/22/19	President's Signature 	Date: 10/22/19

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The IRB Committee will meet once a month during the year to review completed IRB proposal packets. Oversight of the IRB falls under the College’s Senior Vice President, Workforce Education & Innovation and the College’s Chief Data Officer.

VIOLATION OF POLICY

Any violations of this policy will be reviewed by the IRB Committee, the Chief Data Officer, and the Senior Vice President, Workforce Education & Innovation (or designee). The IRB has the authority to suspend or terminate approval of research that is not being conducted in accordance with the IRB’s requirements or that is associated with unexpected serious harm to subjects (45 CFR 46.113). A suspension or termination of IRB approval of research may occur at any time during the period for which IRB approval was granted. If further participation is deemed to not be in the best interest of the College, the IRB may suspend or terminate the research and the researcher will be notified immediately. In all cases, the College will take the necessary action(s) to maintain the integrity of all research projects being conducted at and through Broward College to ensure that the rights and welfare of all research subjects, as well as the College, are sufficiently protected.

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