



The Institutional Review Board and Its Procedures

The College's Institutional Review Board (IRB) is responsible for reviewing all Federally-funded research involving human subjects prior to initiation of that research. Review is voluntary for non-Federally-funded projects, but it is recommended that faculty seek IRB review and approval to obtain institutional support and information regarding the protection of the subjects. The IRB Chair is the primary point of contact and is always available to answer questions or help deal with problems regarding use of human subjects.

In compliance with Federal guidelines (Title 45 CFR, Part 46), the IRB is composed of six members with varying experience, expertise, background, and gender in order that the IRB be sufficiently qualified to promote adequate review of research activities conducted at the institution. Members include two faculty from liberal arts disciplines, two faculty from business disciplines, one administrator who also serves as record keeper, and one faculty member who is not affiliated with Bryant University, either directly or indirectly. IRB members are appointed by the President or his appointed designee. When deemed appropriate, the IRB may ask for advice from other experts. All committee deliberations are a matter of public record. Minutes are kept of all meetings, and the committee's decisions on proposals are communicated in writing to the investigator, the Chair of the investigator's department, and the Vice President for Academic Affairs.

The IRB is a service to the Bryant faculty and staff, can inform and protect the investigators on legal issues, and satisfies Federal requirements. Timely submission to the IRB is necessary, but the IRB will do its utmost to avoid delays in the experiment or proposal submission. The IRB is expected to respond within two weeks, shorter if possible. The Vice President for Academic Affairs will conduct an annual review of the program to ensure that the review process is adequately serving the research community, and that proper protection is being afforded human subjects.

There are two different levels of IRB review. The level of review that is appropriate for any particular study depends upon the nature of the research and the degree of risk to the subjects. Section VII contains the form for submission to the IRB.



Level 1: Basic Review

Level 1 covers research of minimal or no risk to the participant. Most research involving the use of educational testing, surveys, and observation is reviewed at the basic level. See detailed criteria in Section V.

The completed IRB submission form will be reviewed by one member of the IRB in consultation with at least one other member; the reviewer will communicate directly with the investigator if there are any questions or concerns. After that, the decision will be forwarded to the investigator, the Chair of the investigator's department, and the Vice President for Academic Affairs.

Level 2: Full Review

Level 2 covers research that does not fall into the other category and requires review by the full IRB. IRB meetings will be held either at regularly scheduled intervals or as needed. The committee will communicate directly with the investigator if there are questions or concerns. After that, the decision will be communicated to the investigator, the Chair of the investigator's department, and the Vice President for Academic Affairs. The IRB will make every effort to prevent the delay of research projects or proposal submission.