

**CLOVER PARK TECHNICAL COLLEGE
PROCEDURE**

CHAPTER 3	SECTION 32P	TITLE Institutional Review Board	HISTORY		
			Adopted 2016	Campus Forum	Reviewed
			Revised 2019		

PROCEDURE

The IRB will consist of at least five members, deemed sufficiently qualified through experience and expertise to promote respect for its advice and counsel in safeguarding the rights and welfare of human subjects. Meetings of the IRB will be held as needed. The Chair of the IRB will serve as the first and primary point of contact for all inquiries and submissions related to the IRB. Please send an email to IRB@cptc.edu to contact the Chair.

All proposals will undergo an initial review by the Chair of the CPTC IRB. Those proposals that do not meet the federal definition of research may be exempt from the IRB review process. Proposals received from another institution that have undergone a documented IRB approval from another source may also undergo an expedited review.

Investigators seeking to conduct research on the CPTC campus, or those whose research involves CPTC employees or students are required to review the CPTC IRB guidelines, policies and procedures available on the college website. Investigators must submit applications to the IRB at least one month prior to the proposed start date for the research project. The IRB will respond to research applications within 30 days of the research application submission. Projects that last more than one year must re-apply for review from the CPTC IRB annually.

APPROVAL:	
By: <u></u>	Date: <u>4/24/19</u>
Dr. Tawny M. Dotson	