

Kilgore College Institutional Review Board (IRB) Protocols

Research is a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. Generalizable knowledge typically indicates that the results will be included in a thesis or dissertation, published, or presented at a conference.

Any activity meeting the definition of *research* above and that uses human subjects (i.e., human beings or data related to human beings), is subject to KC IRB approval.

Those seeking IRB approval must complete the IRB Approval Request on the following page. While KC has no formal “review board,” all requests will be evaluated by college personnel who have expertise in research and/or the research topic, coordinated by the Director of Institutional Research. Following review, the research proposal will be designated as exempt, approved, or denied.

Activities exempt from IRB approval include the following:

- Projects intended for quality assurance purposes, such as improvement of a program or service and outcomes will not be generalized for other programs, services, or organizations. This includes research designed to judge the effectiveness of or the comparison of instructional techniques, curricula, or classroom management methods.
- Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior.
- Journalism assignments given with the intent to publish an article (either hard copy or digital).
- Academic assessment data (e.g., grades, coursework, surveys, interviews, etc.) used only to provide feedback to students or improve a course or program.
- Data provided to accrediting agencies in order to present evidence of improvement of student learning.
- Projects intended to meet course requirements with no intention to use the results for other purposes.
- Course-related activities designed to provide opportunities to practice research methods (e.g., interview, observation and survey techniques; data analysis; research design) as long as the activities are limited in scope, present no more than minimal risk to participants, and do not lead to generalizable results. Students working on such projects should ensure full disclosure about the purpose of the project and obtain consent from participants.
- Research involving the collection or study of existing data, documents, or records if these sources are publicly available or if the information is recorded by the researcher in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

While the above activities may be exempt from IRB approval, those conducting such activities should exhibit every effort to minimize risk to students, including considering how students may feel when asked about certain issues and the potential for emotional distress or psychological disturbance. It is recommended that classroom surveys include the option for students to choose “no response” or “does not apply.” Further, survey responses should be anonymous. It is also recommended that students be allowed to opt out of the activities that may cause emotional distress or psychological disturbance.

Sources: 45 CFR Part 46; Cornell University; Evergreen State College

**Kilgore College
Institutional Review Board
Approval Request**

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Name:

Email:

**Institutional
Affiliation:**

**Title/
Position:**

Telephone:

Project Title:

Project Start Date:

Project End Date:

Purpose of Project:

☐ To fulfill requirements related to courses/degree program at a college/university (**attach IRB approval from that institution, if required**)

☐ Course project

☐ Thesis (**attach Summary of Proposal made to institution**)

☐ Dissertation (**attach Summary of Proposal made to institution**)

☐ Other

☐ As part of an externally funded project **Funding Agency:**

☐ For my own scholarly interest

☐ Other **Please Describe:**

Please complete the following:

- I. Provide a summary of the proposed research project.
- II. Provide answers to the following items. Indicate “None” or “Not Applicable” as appropriate.
 1. Explain why you are interested in using Kilgore College as the basis for your research.
 2. Indicate what resources (facilities, technical assistance, etc.) you will need.
 3. Describe any existing Kilgore College data to which you will need access.
 4. Describe how you will maintain confidentiality of any individually identifiable data to which you have access.

5. Describe what you will do with any individually identifiable data after your research is complete.
6. How do you intend to disseminate the results of the research?
7. Will Kilgore College or any of its employees be identifiable during the process of dissemination of the research results?
8. Identify any risks or preconditions of subjects which may place subjects at risk. Include a description of all safeguards to counter/address these risks.
9. Provide copies of any survey instruments, including questions that may be asked as part of an interview process.
10. Will subjects be given an overview of the scope of the research and how it may impact them?
11. How will informed consent be obtained (i.e., will subjects sign a release form)?
12. If tests are to be administered, will subjects be informed of their individual results?
13. Does the research deal with any sensitive aspects of subject's behavior, such as illegal conduct, drug use, sexual behavior, or alcohol use?
14. If the subjects will be recorded, what special measures to maintain confidentiality will be taken?
15. Will all subjects be free to withdraw at any time without penalty?
16. Will subjects be compensated for their participation (monetary, course credit)?

KC Institutional Effectiveness and Research Use Only

Exempt _____

Approved _____

Denied _____

Reason _____

Date _____