

**TROY UNIVERSITY**

Institutional Review Board



# Policies & Procedures

January 2014

INSTITUTIONAL REVIEW BOARD TROY UNIVERISTY  
POLICIES AND PROCEDURES

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Troy University  
Graduate School Publication

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Prepared with the assistance of the members of the IRB Policy and Procedure Review Committee

Also available on the web

<http://trojan.troy.edu/institutionalreview/>

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Minutes for the meetings are posted on the TROY Standing Committee website once they are approved by the Board.

**1.7. Approval Timeframes**

The following is a general guide for the minimum amount of time that a proposal will take to review. Many factors can increase the review time, including semester breaks and unusual numbers of proposals being submitted in a short time frame. Proposals that are missing necessary elements will not be reviewed until the application together with every required attachment is received by the IRB.

Proposals will be reviewed and approval made according to the following schedule:

1. Proposals that qualify for "Exemption" status: three - five days
2. Proposals that qualify for "Expedited" review: one - two weeks
3. Proposals that necessitate "Full" review: will be reviewed at a scheduled IRB meeting. The % R D U G s p n w i l l b e sent to the Principal Investigator(s) within three working days after the meeting.

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[http://trojan.troy.edu/institutionalreview/types\\_of\\_review.html](http://trojan.troy.edu/institutionalreview/types_of_review.html). The IRB Chair decides what type of review is required.

**1.8. IRB Members**

Faculty representatives to the IRB are appointed by the deans from the faculty who are knowledgeable of (but not necessarily actively engaged in) research or who teach the research courses in each College. The Vice Chancellor for Global Campus will appoint three faculty members from separate Global Campus Regions. The Senior Vice Chancellor for Academic Affairs and Campus Vice Chancellors will appoint knowledgeable community professional representatives from the Dothan, Montgomery, Phenix City, or Troy communities upon the recommendation of the IRB Chair. Each faculty representative is appointed for a three-year term and may only be appointed for two consecutive terms. Members of the IRB consist of the following representatives: Faculty Members:

College of Arts and Sciences (1)

College of Business Faculty (1)

College of Education Faculty (1)

College of Communications & Fine Arts Faculty (1)

College of Health and Human Services Faculty (1)

Troy Dothan Campus (1)

Troy Montgomery Campus (1)

Troy Phenix City Campus (1)





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1. Contact the Troy University IRB to request permission. The outside researcher shall include his/her IRB application from his/her home institution; that L Q V W L W I X A M B R I O T F V approval; all related materials (e.g., surveys, questionnaires, informed consent documents); and a brief letter addressed to the TROY IRB explaining in what way he/she would like Troy University to cooperate with his/her research project. The outside researcher shall also submit the Outside Research IRB Form.
2. After the TROY IRB receives the signed Outside Research IRB form, the IRB chair will review the application, possibly requiring a second review from another board member, sub-committee, or convening the full IRB at his/her discretion.
3. The IRB chair will forward his or her recommendation to the Human Protections Administrator (HPA) for final approval. A letter will be sent to the outside researcher once the HPA has made his/her decision.
4. The outside researcher is responsible for obtaining any necessary approvals from his/her home institution ¶ IRB. He/she must promptly report any proposed changes in approved research or any unanticipated problems involving risk to subjects or others to the TROY IRB. Permission for multi-year projects must be renewed each year.

Note: TROY IRB consideration of outside research projects is an administrative review, not an IRB review.

### **3.2. Research Conducted at Non-TROY Locations**

All research applications for research conducted outside TROY must include permission to conduct research from the off-campus locations. These locations may include such facilities and institutions as school districts, day care centers, nursing homes, prisons, private clinics, shelters, treatment facilities, churches, or businesses.

The Principal Investigator should request written approval from the institutional entity or official with the necessary authority to approve research. Researchers should determine and follow all policy and procedures required by the host site for research involving human subjects. Research conducted L Q R Q O \ R Q H V F K R R O Q H H G V W R E H D S S U R Y H G E \ W K H V F K R R schools needs to be approved by the school district superintendent.

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Investigators should avoid these situations. However, if the success of the research project depends upon research being conducted in these settings, PIs should take additional precautions when obtaining informed consent. These precautions should be explained in the "Description of Participants and Recruitment" section of the application. The following relationships are inherently potentially problematic:

1. The instructor/student relationship. Students at all levels, from pre-K through college, may feel pressured to agree to participate in research studies conducted by their teachers. If at all practicable, teachers should have another member of the research team recruit the participants and collect the data. It should be made very clear to the students that participation or non-participation will not affect their grades. If extra credit is offered to students for participation, then an alternative extra credit activity must be offered to those who do not wish to participate. The alternative extra credit activity must not require more time and effort than study participation.
  
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When research is being conducted for a student's thesis or dissertation, one copy of the complete Methods Section shall be attached.

**4.2.3 Research Instruments**

Research instruments consist of copies of any survey, questionnaire, and/or interview questions. Graphical and verbal stimuli, if not completely described on the IRB application form, should be attached or a complete citation provided. Researchers are advised to obtain permission for all copyrighted material.

**4.2.4 Debriefing**

Whenever deception is involved as part of the research or information is withheld from a participant prior to or during the research, this information must be disclosed to the participant at the close of the research either verbally or in writing, unless doing so increases the risks associated with participation. A copy of this statement must be attached.

**4.2.5 Recruitment Material**

If participants will be obtained through advertisements, flyers, emails or other solicitations, include copies of your recruitment materials as part of your IRB submission.

**4.2.6 Certificates of Confidentiality**

When data are being collected about sensitive issues (any addictive behaviors, any illegal behaviors, antisocial tendencies, sexual preferences or behaviors,





