

**TITLE:** Institutional Review Board

**ORIGINATOR:** Chief Academic Officer

**APPROVAL DATE:** May 5, 2017

**EFFECTIVE DATE:** May 5, 2017

**PURPOSE:** To establish guidelines for the Institutional Review Board

**REVIEWER** Vice President for Academic Affairs

**REVIEW DATE:** Fall 2021 and every five years thereafter

**OPERATING DETAILS:**

1. There shall be an Institutional Review Board to safeguard the rights of all subjects of research carried out under the auspices of Mississippi University for Women. The IRB must establish guidelines for the use of human subjects in research; review appropriate research proposals to ensure that the proposed research meets the established guidelines; and recommend approval or disapproval of the research. The voting membership will be appointed by the President of the University. The IRB shall include two faculty members from each College, one faculty member from each School, and at least one member who is not otherwise affiliated with the institution and who is not part of the immediate family of a person who is affiliated with the institution. This external member will be nominated by the Chief Academic Officer.
2. Following is a summary of Documents needed for use in the review.  
Form A - Identification of Investigators and Brief Review of Proposed Research (submitted by the researcher)  
Form B - Evaluation Form for Committee Review (submitted by the researcher)  
Form C - Sample of Informed Consent (submitted by the researcher)  
Form D - Guidelines for the Protection of Human Rights (used by the Review Panel)  
Form E - Definition of Terms (given to the researcher)
3. Investigators will download Review Packets from the CAO website and submit the documents electronically to the chair of the IRB. All student proposals must be approved by the research advisor prior to submission to the IRB. The investigator will submit necessary materials for the review committee. The committee prefers that submissions be made within the first six weeks of the Fall and Spring semesters and the first three weeks of the First Summer term. Exceptions may be made where appropriate. Requests for such action should be directed to the committee chair.

4. The IRB will meet, review and make the appropriate recommendations to the Chief Academic Officer.
5. Any necessary revisions will be re-submitted to the Committee within two weeks of receiving the recommendations. If not acceptable after the revision, the proposal will not be considered until the following review period as defined in #3.
6. All faculty, IRB Committee members, staff, students, and researchers listed on an IRB protocol are required to complete a university-approved training program in the protection of human subjects. The Office of Sponsored Programs will maintain a record of evidence of completed training. Researchers and continuing members of the Committee are required to complete the training every four years or when necessary to become familiar with new regulations.