

IAIA INSTITUTIONAL REVIEW BOARD—11/20/2019

PURPOSE

The IAIA Institutional Review Board (IRB) is responsible for reviewing and approving research projects that involve human participants for compliance with federal requirements, including, but not limited to, Department of Health and Human Services policies. Any member of the IAIA community who is conducting research with human participants, or anyone outside of the Institute who wishes to conduct research with human participants who are associated with IAIA, must get approval from the IRB before initiating the research. The IRB ensures that the rights and well-being of the human participants are protected.

Examples of the types of human research projects that the IRB must review include, but are not limited to: Native American students' college experience, college readiness, curriculum and curriculum development, arts education, contemporary Native American arts curation, exhibition, and education.

The IRB, not the researcher, is responsible for deciding whether a research project is exempt or whether an expedited or full review is necessary.

MEMBERSHIP

The IRB will consist of the Academic Dean, the Dean of Students, the Director of Institutional Research, the Chair of ILS, the Chair of MUSM and an off campus member or their designees. The Academic Dean serves as Chair. The Director of IR will serve as IRB Administrator. A quorum will be four members.

PROCESS

I. Initial Inquiry

Researchers will first submit an initial inquiry to the Chair describing their proposed project and asking for a determination of exemption or a request to submit a research proposal for an expedited or a full review by the IRB. The initial inquiry should include:

- The researcher's affiliations and contact information
- A short (one paragraph each) description of:
 - The research
 - Research participants
 - Research methods, to include survey/interview questions
 - Informed consent form
 - The value of the research
 - The potential risks that the participants may be subject to
- Any information about the actions of any other IRBs that have reviewed the project

- Any other information that the Chair requires

The Chair will consider:

- The researcher's qualifications
- Any affiliation that the researcher has with IAIA
- Whether there is a member of the IAIA community who is willing to assist with the research
- The proposed project
- The potential value of the project to the IAIA community
- The potential risks that members of the IAIA community may be subject to

The Chair will then decide to:

- Reject the initial inquiry. The research will not take place.
- Accept the initial inquiry, declare on behalf of the IRB that it is exempt, and allow the project to move forward without further review
- Accept the initial inquiry and approve it through an expedited review
- Accept the initial inquiry, declare that it will be subject to an expedited review, and request further information for consideration by the IRB
- Accept the initial inquiry, declare that it will be subject to a full review, and request further information for consideration by the IRB

II. Exempt projects

If the initial inquiry is accepted, the Chair will determine whether it is exempt from further review or not. Usually, exempt projects have some or all of these characteristics:

- There is minimal or no risk to the participants
- The value of the research is greater than the risk
- Independent adults are the only participants
- The research is being conducted in a standard educational setting
- The research is part of standard educational practices
- Participants cannot be identified (such as in a completely anonymous survey)

The initial inquiry should contain enough information for the Chair to determine if it is exempt, but the Chair can contact the researcher for further information if necessary.

The Chair may ask for modifications to the research described in the initial inquiry. If, after discussion, the researcher does not agree to the modifications, the proposal will be rejected.

If the Chair accepts the initial or modified inquiry and determines the project is exempt, the researcher is notified and the research can move forward, with whatever conditions the Chair states.

III. Expedited or full review

If the initial inquiry is accepted and is not exempt, then the Chair will determine whether it will be subject to expedited or full review.

A project that is subject to an expedited review usually has some or all of these characteristics:

- It poses moderate risk to participants
- It proposes procedures that mitigate the impact of the risk
- It insures informed consent
- It has a robust protocol to maintain the confidentiality of participants
- Participants include minors or dependent adults

A project that needs a full review usually has some or all of these characteristics:

- It poses a high risk to participants
- The risk to participants may be difficult to mitigate
- It insures informed consent
- It has a robust protocol to maintain the confidentiality of participants
- Participants include minors or dependent adults

Researchers will be asked to submit an entirely new application for expedited or full review. It will include some or all of the following, as appropriate:

- Project description, to include full descriptions of:
 - The research
 - Research participants
 - Research methods
 - The value of the research
 - The potential risks that the participants may be subject to
 - Interview and/or survey questions
- Verbal scripts for interviews and surveys
- Form that will be used to obtain informed consent
- Approval letter from participants allowing access to records
- Verbal scripts used to contact participants
- Parent/legal guardian consent form
- Any information about the actions of any other IRBs that have reviewed the project
- Any other information that the Chair or IRB requires

The Chair and the IRB may also request to interview the researcher and/or request a reference check.

The Chair and the IRB may ask for modifications to the research proposal. If, after discussion, the researcher does not agree to the modifications, the proposal will be rejected.

If the IRB accepts the original or modified research project proposal, the researcher is notified and the research can move forward, with whatever conditions the Chair and IRB state and with the following understanding.

For all projects approved through expedited or full review, the researcher must agree to provide IAIA with annual reports and final copies of all research papers, theses, or other materials that resulted from research conducted at IAIA. Final copies include all publications, excerpts, audio or video recorded presentations, and final papers or projects submitted to academic institutions as part of any required course work. If researchers do not complete their research projects, copies of their data may be submitted in lieu of final projects, including copies of notes, audio or video recording, et cetera. These documents will become part of the IAIA archives.

Researchers may be requested by IAIA to make presentations on campus concerning the findings of their research projects.

Researchers will sign agreements to this effect.