

Institutional Review Board (IRB)

Mississippi College

Policies and Procedures

SUBJECT: IRB Requests for Research Studies from Entities Outside of Mississippi College (MC)

1. Introduction

The purpose of this policy is to protect the rights and interests of University constituents as well as the University itself and to provide interested parties (researchers) limited access to University students, faculty and staff.

Individuals from outside universities, hereafter referred to as external investigators, desiring access to MC's students, faculty, and staff for the purpose of surveying for research studies must provide a written request and summary of the study to the Dean of the MC department they wish to study or to the Vice President for Academic Affairs if they desire to study the entire student body. Only requests using a survey tool will be considered.

If the study is deemed appropriate for the Mississippi College population, the external investigator should then complete our IRB Application for Review, which can be found on the IRB website. Please provide evidence of approval by the Dean of the involved department or the Vice President for Academic Affairs. Human Subjects training certificates must be provided with the completed application. Also include evidence of IRB approval from your institution.

Should the application be approved by the IRB, we will notify the involved Dean or the Vice President of Academic affairs who will disseminate an email survey to the identified constituents to be studied. No identifying information from participants will be available to the external investigator.

2. Definitions used in this policy

- a. University constituents – any individual student, staff member, or faculty enrolled or employed by the Mississippi College.
- b. External investigator – individual outside of the Mississippi College campus.
- c. IRB – Institutional Review Board
- d. Application – the paperwork determined by the IRB necessary to provide details of the planned research.

- e. Human Subjects training – This training is available on the Health and Human Services (HHS) or the National Institutes of Health (NIH) website. A certificate indicating certification will be provided once the participant has completed the training.
- f. Email dissemination – The email survey provided to the IRB by the researcher will be sent through the University system. There will be no identifying documentation of the survey participants.