

Mississippi College Institutional Review Board (IRB)

Policies and Procedures

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

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 faculty, students, and staff. Research submissions must come from educational institutions.

Individuals from outside universities, hereafter referred to as external investigators, desiring access to MC's faculty, students, and staff for the purpose of surveying for research studies, must provide a written request and summary of the study to the IRB Chair, the Dean of the MC department they wish to study, and/or the Provost. Only studies using a survey tool will be considered. If the study is deemed appropriate for the Mississippi College population, the external investigator will be asked to complete our IRB Application for Review, which is provided on the IRB website. The external investigator must provide evidence of approval by the IRB Chair, Dean of the involved department, and/or the Provost. Human Subjects training certificates must be provided with the completed application. Should the application be approved by the IRB, an email survey will be disseminated to the identified constituent to be surveyed. This survey will be sent out by the designated individual in the department(s) most likely to respond to the survey. No identifying information from participants will be available to the external investigator. In addition, at the conclusion of the study, no identifying aspect of the university, staff, students, or department can be disclosed.

The external investigator must provide a copy of authorization from that individual's IRB outside of Mississippi College.

2. Definitions used in this policy:

- a. University constituents - any individual faculty, student or staff member enrolled or employed by Mississippi College.

- b. External investigator – individual from a higher education university 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. E-mail 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 survey participants.