

Oklahoma City Community College Overview of OCCC IRB Procedures

1. OCCC employees as well as investigators not associated with OCCC who are conducting research involving OCCC faculty, students, or staff must submit their research proposal to the College's Institutional Review Board (IRB) if they are obtaining information about living humans, interacting or intervening with humans, or are supported by government funding.
2. Investigators must submit the following documentation (not all may be applicable.)
All research proposals should be submitted to the Chair of the IRB no later than two weeks before the second Friday of the month. Submissions after the due date will be considered at the following month's meeting.
 - IRB Application for Exempt, Expedited and Full Board Review
 - Description of Research Proposal
 - Copies of questionnaires or survey instrument
 - Evidence of completion of OHRP Human Subject Assurance Training modules for researchers
 - Informed Consent Forms
 - Copy of home institution and/or other IRB approval
 - Approval forms from applicable government agencies
3. Research proposals with no risks to human subjects can qualify as exempt and will be reviewed by only the IRB Chair. The IRB Chair reserves the right to determine the use of human subjects and the risk level of the human subjects based on the submitted documents. Additionally, the IRB Chair may request further documentation, recommend changes to the research, ask for clarification, or submit the proposal for review by additional board members.
4. Research proposals that involve a minimal amount of risks to human subjects can qualify for expedited review. The proposal will then be reviewed by two members of the IRB, one of which will be a member who best represents the area of study. An expert may be consulted if necessary. The review team may request further documentation, recommend changes to the research, ask for clarification, or submit the proposal for review by the full IRB.
5. Research proposals that involve more than a minimal amount of risks to human subjects, or if the expedited review team can not reach agreement about the proposal, then a review by the full IRB Board will be required. The IRB Board may request further documentation, recommend changes to the research, ask for clarification, or reject the proposal.
6. The IRB will respond to the proposed research within two weeks after it is reviewed. Approved research is granted no more than 12 months to complete research. Research that will exceed 12 months may re-apply for IRB approval. The IRB may revoke the investigator's privilege if the investigator violates or deviates from the approved methodology. Any changes in research methodology must be submitted to the IRB for approval.