

## Community College of Vermont

### Guidelines for Submission of Application for Research Involving Human Subjects

The Community College of Vermont (CCV) does not maintain a federally recognized Institutional Review Board (IRB) and cannot give approval for research projects requiring formal review for federal grant funding purposes. CCV does maintain a process for institutional review of all research projects involving human subjects conducted by or about CCV students, faculty, and/or staff in accordance with our [Research By or About CCV Students, Faculty or Staff](#) policy. CCV's research review process is primarily for the purpose of ensuring the protection of human research subjects, however additional considerations include the institutional investment of time and resources that might be required as part of proposed research.

Researchers are expected to be familiar with [federal regulations](#) and follow ethical guidelines in their respective disciplines and as outlined in the [Belmont Report](#). In addition, researchers will be required to demonstrate completion of a human subjects research ethics training within the last five years. The VSCS supports the *CITI Program* to meet this requirement. Other trainings may be approved by the Academic Dean to meet this requirement. For information on how to access the *CITI Program* training or to request approval for an alternative training, please contact [AcademicDean@ccv.edu](mailto:AcademicDean@ccv.edu).

The *Application for Research Involving Human Subjects* will require researchers to submit a project description which should include the following elements using these headings:

- Project Outline and Purpose
- Methodology, including selection process for participants
- Benefits and Risks
- Voluntary Participation and Informed Consent
- Confidentiality of Data
- Plans for Publication or Presentation

In addition, researchers should plan to collect and submit the following documents with their applications:

- Informed Consent Form to be used
- Certificate of Completion from an approved Human Subjects Research Ethics training (completed within the last five years).
- External IRB approval letter
- Letter of support from supervising faculty when appropriate

Please be aware that if your project includes the collection of personal information, you may be subject to the Family Educational Rights and Privacy Act (FERPA) and/or the Health Insurance Portability and Accountability Act (HIPAA) guidelines as well. Failure to comply may result in the revocation of your right and ability to conduct research at CCV and/or with CCV students, faculty and/or staff, as well as make you liable for local, state and/or federal civil and criminal penalties.

## Frequently Asked Questions:

*What if I believe my research is considered 'exempt' by the federal government?*

All human subjects research, regardless of status under the federal definition, must contact the Academic Dean's office at CCV for a determination regarding the need for CCV institutional review.

*I have a survey link that I want to post for CCV students, do I need to go through the review process?*

Yes, all activities that involve the collection of data from CCV students specifically must go through this process. With approval from the Academic Dean's office, announcements for general surveys that do not seek to collect data from the CCV community specifically may be posted on community bulletin boards in academic centers without full review.

*I am a CCV faculty member, does my classroom assignment need review?*

While research assignments conducted by students in a classroom setting usually does not fall under the federal definition of research as the systematic production of generalizable knowledge, the college reviews all research assignments involving human subjects to ensure that appropriate human subjects protections are in place. Please see the *CCV Course Guidelines for Human Subjects Research* for more information.

*I am a CCV faculty member, do I need CCV review to survey my students?*

In the interest of improving curriculum or student experience, faculty may survey their students regarding curriculum and other aspects of course experience without the need for human subjects review. However, if faculty intend to formally survey students as part of professional research with the intention of publication or presentation of data, then human subjects review is necessary.