

XVII. CONFIDENTIALITY GUIDELINES

1. Research proposals and grant application often include confidential, sensitive or competitive data and information. Examples include personally identifiable information which is outside the scope of what is considered “directory information” provided on MCCCCD students and employees, financial information about students or programs, and innovative programmatic activities.
2. Members will keep confidential and refrain from discussing any such data or information outside of the IRB meeting. This information will remain confined to the IRB meeting (unless federal, state or MCCCCD regulations should require its release through a formal request or funding requirement).

XVIII. COLLEGE RESEARCH REVIEW COMMITTEES

A. The College Research Review Committees

1. There are eleven Research Review Committees, one at each college and one at the District Office (DO). The Research Review Committee may be referred to as the College Research Review Committee (CRRC), as 10 of the 11 committees are located at the college sites, and one is at the district administration site.
2. The College Research Review Committee (CRRC) serves as a panel of the IRB and operates under its direction. The CRRC provides timely reviews of research protocols that will be conducted at the college site. The CRRC, however, is not the MCCCCD IRB, nor does it have the authority and legal standing of the MCCCCD IRB. The CRRC functions as a panel under the direction of the IRB.
3. The Chair of each Research Review Committee is a member of the MCCCCD IRB. In the absence of the Chair, the alternate to the Chair serves on the IRB. The Chair votes on IRB reviews of applications. In the absence of the Chair, the alternate votes. Alternates are encouraged to attend and participate in the IRB meetings.
4. The Vice President of Academic Affairs (VPAA) at each college will determine the composition, tenure, and administrative location of the Research Review Committee at their site. The Vice Chancellor of Academic and Student Affairs (VCSA) will assume this role for the Research Review Committee at the district site.
 - a. Each college has the opportunity to establish a Research Review Committee. The Committee should include representatives from instruction, research and administration.
 - b. Each Committee will adhere to the guidelines established for the MCCCCD IRB, including membership, training, procedures and review of protocols.
 - c. The Vice Presidents of Academic Affairs (VPAA) Council recommends that each college use a chair and co-chair model, with a faculty member and an

institutional research (IR) director serving in those roles. Each College VPAA identifies the individuals to serve on their Research Review Committee. The VPAA also recommends the individual to serve as Chair and Alternate (to the Chair). The Chair will serve on the Maricopa IRB. (In the absence of the Chair, the Alternate will serve as the rep to the IRB.)

d. While both the Chair and the Alternate (to the Chair) can participate in the IRB meetings and review protocols, only the Chair can make the determination and sign off on a protocol, as designated by the IRB Chair. If the Chair is absent, then the Alternate has the responsibility to make the determination and sign off on a protocol, as designated by the IRB Chair.

B. The Vice Chancellor of Academic and Student Affairs (VCSA) reviews college recommendations in light of federal guidelines for diversity of members on the IRB. The criteria include diversity of gender, ethnicity, and academic discipline. The VCSA may make adjustments to meet federal guidelines.

C. Unless specifically noted otherwise, the Research Review Committee will follow the identical procedures as outlined above in all respects (MCCCD IRB Handbook).

1. More than one individual should review each protocol and then discuss their evaluations, to ensure consistency of determinations. Consistency will be critical across the Research Review Committees, as each Chair of the Research Review Committee serves as a member of the MCCCD IRB.

2. All the Research Review Committees at Maricopa will use the same forms (e.g., Application to conduct Human Subjects research application form, record of determination), as those developed by and for use of the MCCCD IRB. The purpose is to ensure consistency of procedures and determinations.

3. The Chair of the Research Review Committee is the person designated by the MCCCD IRB to make the determination of whether a college project is Exempt or Non Exempt per MCCCD IRB guidelines. In the absence of the Chair, the Alternate fulfills this function. Other members of the Research Review Committee can not make these determinations.

4. The Chair and Vice-Chair of the Research Review Committee shall be either a member of the IRB or a designated alternate. The IRB member (or designated alternate) shall function as the IRB Chair's designee for the purpose of signing authority on exempt or expedited protocols at each college. The CRRC functions as a panel of the IRB and operates under its direction.

5. If in a very rare and unusual circumstance where both the College Chair and Alternate to the Chair are absent, the VPAA can forward the request to the MCCCD IRB Chair or the MCCCD IRB Office Administrator for assistance. Through preplanning and scheduling of reviews of student, faculty, staff and administrative

proposals by the Research Review Committee, however, these situations can generally be avoided.

- D. The Research Review Committee shall review exempt and minimal risk protocols that originate at the college unless one of the following criteria are met. In these cases, the research applications will go directly to the IRB Office to be placed on the IRB agenda.
1. The protocol is a request from an external individual, group or institution (not from Maricopa employees)
 2. The protocol receives funding from a federal, state, or local government grant or other external funding entity.
 3. The protocol proposes a partnership with a non-MCCCD institution.
 4. The protocol will take place or will be conducted by employees at multiple MCCCD colleges.
 5. The protocol presents more than minimal risk to subjects.
 6. The protocol involves vulnerable populations (i.e., children, individuals with mental disabilities, prisoners, individuals with physical disabilities, elderly, economically disadvantaged individuals) and appears to involve minimal risk or greater than minimal risk.

The IRB Office will send out **External proposals** to the appropriate MCCCD administrators for institutional support (or lack of support) for the proposed research, prior to IRB review. If endorsed, the proposal will go forward to the MCCCD IRB for review of Human Subjects protocol.

If any of these criteria are met, the Research Review Committee will forward the protocol application to the MCCCD IRB for review.