

Policies
Human Subjects Committee
Darden College of Education

Last Amended 8/26/13

1. The college committee operates in accordance with the Procedures for the *Review of Human Subjects Research* (IRB approved 4/20/04; text last edited 12/15/05) prepared by the ODU Office of Research which may be found at <http://www.odu.edu/content/dam/odu/offices/research/docs/procedure-review-human-subjects-research.pdf>. These procedures have established the following requirements regarding college committees:
 - a. The role of the college committee is to determine whether research that is not federally regulated is “exempt” under the Federal law. Exempt human subjects research poses little risk.
 - b. The college committee does not review research proposals that are federally regulated.
 - c. The college committee may grant exemptions that fit into one of the exempt categories under Federal law that are outlined on the exempt application form.
 - d. Research studies cannot be found to be exempt if they involve prisoners, fetuses, pregnant women, or human in vitro fertilization.
 - e. The Dean of the College appoints the members and the Chairperson of the college committee. College committees must have at least three members.
 - f. Members of the college committee must be familiar with, and have copies of, the relevant federal regulations. Links to these federal regulations are found at the following web page: <http://www.odu.edu/research/compliance/humans>.
 - g. The college committee shall meet at least once each academic year. The date, time, and place of scheduled meetings shall be publicized. At an annual meeting, the committee shall review the execution of its responsibilities during the past year.
 - h. The college committee shall keep the following records in a secure location, accessible by the Dean of the College, for at least three years: (a) the names and occupations of committee members; (b) the names of the reviewing members; (c) one copy of each proposal reviewed; and (d) a description of the proposal, the decision of the college committee, and an explanation of why the research was found unregulated or exempt.
 - i. A summary of proposals reviewed shall be forwarded to the Dean of the College and the IRB Chair annually. The summary shall include at least such information as the name of the RPI, the research title, whether the research was found exempt (and under which category), and the research end date.
 - j. The college committee shall grant an exemption only upon a unanimous vote of its members (no fewer than three members reviewing). The college committee shall resolve any uncertainty about a proposal in favor of denying the exemption and submitting the proposal to the IRB Chair.
2. In the Darden College of Education, seven individuals are appointed by the dean to serve on the college committee. Generally, one faculty member who has been nominated by each of the six department chairs serves plus one additional faculty member from any department who has been designated as chair of the committee. Committee members must be full-time faculty members. The chair shall be a tenured

full professor. Faculty members are appointed as committee members on an annual basis and terms of service are not limited.

3. The chair of the college committee has the authority to approve minor changes to a proposal that has been determined to be exempt.
4. Policies and procedures of the committee and instructions for submitting exempt applications are posted on the college web site. Changes are reviewed by committee members and approved before being posted. College faculty members, administrators, and doctoral students are notified when changes are made.
5. Following are the procedures of the college committee for receiving and considering exempt applications: Six committee members (not including the committee chair) are divided into two review teams of three reviewers. The chair also reviews each application so applications are reviewed by four committee members. Completed applications are assigned to the teams to review on an alternating basis. Applicants send their applications to the chair in one PDF document attached to an email. The application is then forwarded to a designated committee member who posts the application on Sharepoint under Discussion for the appropriate term (fall, spring, or summer) at

<https://odushare.odu.edu/committee/DCOE-HS/SitePages/Home.aspx>

The designated committee member notifies committee members a new application has been posted. Committee members read and comment on the proposal on SharePoint within one week. If at the end of one week, three committee members have not posted their comments, the committee chair asks for additional committee members to review posted applications. If reviewers are not unanimous in granting an exemption, the chair confers with those who are not agreeable to determine whether it would be possible to grant an exemption. After a minimum of three reviews have been posted by other committee members, the committee chair indicates on SharePoint the results of the reviews and indicates he has notified applicants of the results. If an application is not approved, the chair notifies the applicant and explains the applicant can submit an exempt or regular application to the ODU IRB. The committee chair assigns a number to approved applications and notifies applicants their applications have been approved electronically by email and in hard copy.