

Institutional Review Board (IRB) and Protection of Human Subjects in Research Policy	Procedure Number	204
	Effective Date	9-25-26

1.0 PURPOSE

The University of Arkansas – Pulaski Technical College ("UA-PTC") is committed to protecting the rights, welfare, privacy, and dignity of individuals who participate in research conducted under the auspices of the College. This policy establishes the University's Institutional Review Board (IRB) and the procedures governing the review of research involving human participants in accordance with applicable federal regulations, including the Federal Policy for the Protection of Human Subjects (45CFR46; <https://www.hhs.gov/ohrp/regulations-and-policy/regulations/45-cfr-46/index.html>) also known as the Common Rule), when applicable.

2.0 REVISION HISTORY

3.0 PERSONS AFFECTED: Employees

4.0 DEFINITIONS

5.0 SCOPE

The IRB exists to ensure that research involving human participants is conducted ethically, and that risks to participants are minimized while supporting the College's educational, workforce development, and applied research mission.

This policy applies to all research involving human participants that is:

- conducted by UA-PTC faculty, staff, or students;
- conducted using College facilities or resources;
- supported by external funding administered through UA-PTC; or
- otherwise determined by the College to require an IRB review.

Activities that constitute quality improvement, routine institutional assessment, or internal program administration may not require IRB review unless they are designed to contribute to generalizable knowledge or are otherwise required by a funding agency.

The Institutional Review Board Chair may determine whether IRB review is required and whether a project qualifies for exemption under applicable federal regulations.

6.0 Committee Establishment

The Vice Chancellor for Academic Affairs shall appoint an Institutional Review Board consisting of members representing appropriate institutional and professional expertise. The IRB shall consist of the Director of Institutional Research serving as the committee chair and five full-time academic faculty; one from each School; and two at large; and all recommended shall serve a three-year term. When studies are deemed non-exempt, a member will be added from outside the institution (<https://www.hhs.gov/ohrp/register-irbs-and-obtain-fwaf/forms/irb-registration-instructions/index.html>). Subject matter experts may be consulted when specialized expertise is needed.

7.0 Responsibilities

The Institutional Review Board is responsible for:

1. determining whether proposed activities constitute human subjects' research;
2. determining whether projects qualify for exempt, non-exempt with an expedited or full review;
3. ensuring that risks to participants are minimized;
4. ensuring that informed consent procedures are appropriate when required;
5. protecting participant privacy and confidentiality;
6. maintaining records of IRB determinations; and
7. monitoring compliance with this policy.

Also, the IRB may approve, require modifications to, defer, or disapprove of proposed research activities.

8.0 Ethical Principles

In reviewing research proposals, the IRB shall be guided by the ethical principles set forth in the [Belmont Report](#):

- Respect for Persons: recognizing the autonomy and dignity of individuals and providing additional protections for vulnerable populations.
- Beneficence: minimizing risks while maximizing potential benefits.
- Justice: ensuring the equitable selection and treatment of participants.

9.0 Research Review Categories

The IRB shall classify research into one of the following categories:

- Exempt Review: research meeting one or more exemption categories established under the Common Rule (<https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-46/subpart-A/section-46.104>).
- Non-Exempt, Expedited Review: minimal-risk research eligible for expedited review under applicable federal regulations.
- Non-Exempt, Full Board Review: research involving greater than minimal risk or otherwise requiring review by the convened IRB.

The IRB shall document the basis for each determination.

10.0 Investigator Responsibilities

No research involving human participants may begin until the required IRB determination has been issued.

Investigators are responsible for:

- submitting complete applications prior to initiating research;
- obtaining IRB approval or exemption before beginning research activities when required;
- conducting research consistent with the approved protocol;
- reporting unanticipated problems or adverse events;
- requesting approval for substantive modifications to approved research.

11.0 Record Retention

The College shall maintain records of IRB applications, determinations, correspondence, and supporting documentation in accordance with UA-PTC Policy 339 Retention of Records policy and applicable federal requirements. All IRB documents will be retained as part of the Institutional Research's specific records' retention

duration.

12.0 Authority

The Institutional Review Board is authorized by the Chancellor of UA-PTC to carry out the responsibilities described in this policy. Nothing in this policy limits the authority of the College to establish additional requirements necessary to protect human participants or comply with sponsor requirements.

13.0 Policy Review

This policy shall be reviewed periodically and may be revised as necessary to remain consistent with applicable federal regulations and institutional practices.

14.0 Other: External Agency-Requested Data and Research

- The Director of Public Relations and Marketing is responsible for all Freedom of Information Act requests. When needed, the Director of Public Relations and Marketing will work with the following when certain types of data and research are involved:
- The Director of Institutional Research is responsible for coordinating the college's response to external questionnaires and other external data requests that will represent the college's position.
 - External requests for data should accompany an IRB letter from the principle investigator's home institution. The home institution should be listed in the U.S. Department of Health and Human Services Office of Human Research Protections database (<https://ohrp.cit.nih.gov/search/search.aspx?styp=bsc>).
- The Director of Records (Registrar) is responsible for coordinating the college's response to requests for current student information.
- The Director of Human Resources is responsible for coordinating the college's response to requests for employee information.
- The Vice Chancellor for Finance and Administration and the Director of Procurement are responsible for coordinating the college's response to requests for information concerning purchasing and financial information, including all responses to internal audit recommendations and follow-up.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s):	Institutional Research & UA System	9/25/26
Ratified by:	Joint Operations	9/25/26
Recommended by Chancellor (Signature)		9/29/26
UA Policy Alignment:	Federal Policy for the Protection of Human Subjects 45CFR46	