

Essex County College Institutional Review Board

Applicant Guide

The Essex County College Institutional Review Board (“ECC IRB”) is an independent college board that reviews applications for research conducted at Essex County College. The IRB analyzes the risks and benefits of research and ensures participant welfare and privacy. The purpose of this Guide is to inform research applicants about the procedures for application review, research eligibility, assessment criteria, and the decision process.

The IRB is guided by and operates in compliance with applicable sections of all relevant local, state, and federal laws and regulations, including but not limited to Title 45 C.F.R. 46 Protection of Human Subjects and ECC College Regulation [Reg-6-14.Institutional-Review-Board.](#)

1. Application Review

- a. The ECC IRB shall meet once a month in formal session. The meeting schedule is posted at <https://www.essex.edu/institutional-review-board>, and is subject to change.
- b. Applications must be received at least 30 days before a scheduled IRB meeting. Agenda items are at the discretion of the IRB.
- c. To be eligible for review, an applicant must submit a completed IRB application which can be found at <https://essexcountycollege.wufoo.com/forms/essex-county-college-irb-application>.

2. Research Eligibility

The following types of proposals are exempt from IRB review:

- a. Data gathered for the purposes of internal decision-making and institutional improvement by employees with job descriptions expressly outlining these functions.
- b. Research conducted by employees for the purpose of fundraising, market research for the purposes of admissions recruiting, recruiting efforts for faculty or staff, and statistical data collected for the management of institutional affairs, including surveys of students, prospective students, and alumni, so long as these functions are expressly outlined in the job description of the employee.

- c. Please note that a proposal that does not clearly fall into one of these categories should be presented to the ECC IRB Chair for a decision of whether the research is exempt. Additionally, the principal investigator(s) themselves cannot make the determination as to whether a proposal is exempt from review by the ECC IRB.

3. Assessment Criteria

IRB will assess applications based on the following criteria:

- a. Completeness of the application (including consistency and accuracy of statements, and research materials).
- b. Alignment of research goals and purpose with ECC mission, vision, and values.
- c. Research methodology and data collection strategies.
- d. Level of risk and benefits to participants.
- e. Protection of data.

4. Decision Process

- a. IRB determinations are: Approved, Pending, and Rejected.
- b. The IRB will send letters where the status of the application is pending further information, when applicable.
- c. The IRB will inform the applicant on the decision of their application with a decision letter in a timely fashion. The decision of the IRB, as communicated, is final and cannot be appealed.

All communications between the IRB and Applicant will be sent via electronic mail only.

Please contact irb@essex.edu with any questions, and see the IRB website for more information: www.essex.edu/institutional-review-board/.