



College of The Albemarle Policy

Policy Number: 2.3.12

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Title: Institutional Review Board

Related Policy and Procedures:

Division of Responsibility: Institutional Research, Planning, Effectiveness and Technology

The College shall develop and maintain an Institutional Review Board (IRB) for the purpose of ensuring all research at College of The Albemarle (COA) involving human participants follows ethical principles and requirements in accordance with the Common Rule and the Belmont Principles.

The Vice President of Institutional Research, Planning, Effectiveness and Technology (IRPET) serves as the IRB Administrator. Duties include managing submissions and correspondence; making research or non-research determinations for proposed activities; ensuring members are current in their training; and maintaining adequate documentation of IRB activities. Records of IRB activities will be maintained in accordance with 45 CFR 46.115, including retention for at least 3 years after the completion of the research.

The Vice President of IRPET also serves as the Chair of the IRB. Duties of the Chair include appointing members; assigning members to reviews; coordinating reviews; and serving as the signatory authority on behalf of the IRB. The Chair will also make an initial review of proposals and determine whether the proposal should undergo Exempt Review, Expedited Review, or Full Board Review.

In addition to the Chair, the IRB must include at least four other members. All members must be qualified through relevant expertise, experience, and training (e.g., completion of human subjects protection training such as the CITI Program). The IRB shall include at least one member whose primary concerns are in scientific areas and at least one member whose primary concerns are in nonscientific areas. The IRB shall include at least one member who is not otherwise affiliated with the institution and who is not part of the immediate family of a person who is affiliated with the institution.

The IRB shall not have a member participate in the IRB's initial or continuing review of any project in which the member has a conflicting interest, except to provide information requested by the IRB. Conflicts include, but are not limited to, personal, financial, supervisory, or professional interests.

Exempt determinations shall be made and documented by the IRB Chair. Expedited Reviews may be carried out by the IRB Chair and one or more experienced reviewers designated by the Chair from among the members. For Full Board reviews, IRB approval shall require the majority vote of a quorum of the membership, as defined in 45 CFR 46.108(b).

Legal reference: [45 CFR 46](#)

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Date Approved by Board of Trustees	Date of Last Review	Date of Last Revision