

Claremont McKenna College maintains an Institutional Review Board (IRB) in order to ensure (1) that researchers who are part of the CMC community protect the dignity, privacy, and safety of the participants they recruit for their research, and (2) that the dignity, privacy, and safety of members of the CMC community are protected when they choose to participate in research. CMC's IRB does not review research involving animal subjects.

College policy requires that all research involving human participants and all systematic gathering of personal information being carried out by the students and faculty of CMC or taking place on the CMC campus should follow the principles set forth in The Belmont Report. All such research and information-gathering must be submitted for IRB review, with the exception of procedures carried out by students under the direction of their instructors and involving, in the view of the instructor, neither greater than minimal risk, nor conflicts of interest regarding his or her own research, nor participants who may be unable to give informed consent.

The Research Summary and Supporting Materials

The Research Summary should be a typed document written specifically for the review of the IRB. Grant applications and M.A. or Ph.D. proposals are not an appropriate substitute. The Research Summary must be written in language entirely accessible to the lay person, without technical jargon, and must include the following information in numbered sections under the following headings:

1. The title of the research and the name of the principal investigator;
2. The research question or questions under investigation and the explanation or hypothesis that will be tested;
3. The methods that will be used to test the research hypothesis, including a copy of any questionnaires or surveys that will be administered;
4. An assessment of the benefits of the project, including its contribution to scientific knowledge and any direct benefits it may offer to the participants;
5. An assessment of the risks to participants and how they will be handled;
6. The nature of the participant group to be studied, including:
 - a) how the participants will be chosen,
 - b) how the participants will be recruited,
 - c) whether or not the participants will be personally identified,
 - d) what the participants will be told regarding the research and the character of their participation,
 - e) whether or not the participants will be deceived and, if so, how they will be debriefed (include debriefing form)
7. How consent will be obtained and whether or not the participants will be given a copy of the consent form (include consent form);
8. The degree of sensitivity of the information to be gathered and, if participants are to be personally identified, the steps that will be taken to ensure confidentiality;
9. Copies of all relevant supporting materials, including surveys, questionnaires, consent forms, debriefing forms, and any other documents or materials to which the participants will be exposed.

The Research Summary should be addressed to Michael O'Neill, the Chair of the IRB (moneill@cmc.edu, 909-607-8336). Along with the Application for Review, it should be submitted to Jennifer Valdez at the Faculty Support Center (Kravis). Professor O'Neill's name and contact information may be included on the consent form, if the investigator so chooses, in the event that participants have questions about any issue regarding the research. If the principal investigator is a student, the Application for Review must be signed by a faculty sponsor, and the name and contact information for the faculty sponsor should be included on the consent form (instead of the name and contact information of the IRB Chair). The research investigator can also obtain Title 45, Part 46 of the Code of Federal Regulations from Jennifer Valdez (jvaldez@cmc.edu, 909-607-3394) at the Faculty Support Center West (Kravis).