POLICY

Title:	RESEARCH PROJECTS CONDUCTED FOR PERSONAL USE OR FOR AN OUTSIDE ORGANIZATION	Code:	E0102
Authority:	Wis. Stats. §§ 38.04(14), 38.12 (7); Board Minutes 5/25/10, 11/22/11; 5/22/12	Original Adoption: Revised/Reviewed: Effective:	3/28/95 5/22/12 5/23/12

ETHICAL PRINCIPLES AND RESEARCH COVERED

MATC reserves the right to protect the safety and welfare of all human research subjects. All research projects involving MATC students, personnel and/or MATC property, records or other materials are subject to this policy. MATC is guided by the ethical principles regarding research projects for personal use or for an outside organization involving humans as subjects, as set forth in Federal Policy §46.101-46.505, Code of Federal Regulations, Title 45 Public Welfare, Department of Health and Human Services, Part 46, "Protection of Human Subjects," Revised January 15, 2009, Effective July 14, 2009.

All research projects involving humans as subjects must be approved by MATC's Institutional Review Board (IRB) even if that research may be exempt from review under federal regulations. Research that has been reviewed and approved by MATC's IRB is subject to further review and may be disallowed by MATC officials.
Those officials may not, however, approve research that has been disapproved by MATC's IRB, or the IRB of any other academic institution reviewing the same research.

MATC is authorized to participate in research in one or more of the following categories:

(1) Research conducted in established or commonly accepted educational settings, involving recognized educational practices, including, but not limited to:

(i) Research of regular and/or special education instructional strategies,

(ii) Research of the effectiveness of or the comparison among instructional technologies, curricula, or classroom management methods.

(2) Research involving the collection or study of existing data, documents, and records if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

(3) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior. If any of the following conditions apply, the investigator must obtain the

legally effective informed consent of the human subject or the human subject's legally authorized representative.

(i) Information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects.

(ii) Any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subject's financial standing, employability, or reputation.

INFORMED CONSENT

Where applicable, informed consent will be obtained from human subjects who may be participants in the research. Determination of whether informed consent is required will be made by MATC's IRB in accordance with locally developed procedures or "protocols" reflecting applicable state and federal regulations in this area.

INSTITUTIONAL REVIEW BOARD

The Director of the Office of Institutional Research, or their designee will recommend individuals to serve on MATC's IRB. These recommendations will be reviewed and approved by the Vice President supervising the Office of Institutional Research.

MATC's IRB will consist of at least five members to include:

Director of Institutional Research or the Director's designee
General Counsel or the General Counsel's designee
One Dean/Associate Dean
One Faculty Member
One Faculty Member Representing ER&D
Up to two members who are not otherwise affiliated with MATC and who are not part of the immediate family of a person who is affiliated with MATC

At least two (2) IRB members should maintain a Ph.D. At least one member's primary concerns should be in scientific areas and at least one member's primary concerns should be in nonscientific areas.

The IRB assures that the research will give proper consideration to:

1. The importance of the knowledge that may reasonably be expected to result.

2. The anticipated benefits to the subjects, the mission of MATC, and others.

3. The informed consent process if applicable.

4. The risk to the subjects.

The IRB's role is to consider the appropriateness of the proposed research not the institutional feasibility or logistics of conducting the proposed research study.

INSTITUTIONAL PROCEDURE

1. Prior to starting a research project for personal use, an MATC employee, student or an outside researcher must submit a written request, which includes the following:

a. Complete the Human Subjects Review Protocol form.
b. Complete the Request for Institutional Review Board Action form, obtaining the necessary signatures.
c. Submit one (1) copy of the above forms and all supporting documentation, including copies of any surveys and approvals from external review boards to MATC Institutional Review Board Chair at least five (5) business days prior to a scheduled IRB meeting, unless exception is made by the IRB.

2. The IRB will convene review meetings once a month. A simple majority of the members (including at least one member of faculty and administration) must be present. A decision on a research protocol requires a simple majority vote of the members present.

3. Upon approval of the proposal, the MATC employee, student or outside researcher will coordinate the logistics of the study.

4. Upon completion of the research project, a Statement of Closure will be requested from the researcher.