

- I. Any research conducted at Pellissippi State or using Pellissippi State employees or students as subjects must be approved by the executive director of Institutional Effectiveness, Assessment and Planning who serves as the chair of Pellissippi Institutional Review Board (IRB).
- II. Research may be defined as any of the following:
  - A. dissertation
  - B. thesis
  - C. marketing study
  - D. a project or study (including class projects) whereby students are acting as agents of the College or using data obtained from Pellissippi State population
  - E. survey (either conducting a survey or collecting survey information)
- III. Pellissippi State faculty or staff must notify the Office of Institutional Effectiveness, Assessment and Planning before conducting any of the above (if involving PSCC students or employees).
- IV. Researchers must submit either “[Application for Exemption from the review by the IRB](#)” or “[Request for IRB review to Conduct Research at Pellissippi State](#)” and transmit with a cover letter to the executive director of Institutional Effectiveness, Assessment and Planning.
- V. After receipt of the above information, the request will be reviewed by the IRB, unless the case for exemption is made and approved by the IRB chair.
- VI. The executive director of Institutional Effectiveness, Assessment and Planning will prepare one of the following (a) an approval letter, (b) a request for information or clarification, or (c) a request to schedule an interview with the researcher, or (d) a request that the researcher takes an online training or reads a training manual regarding human subjects research procedures.
- VII. After receiving IRB approval (or certification from the chair of the IRB that the research is exempt from IRB approval), the researcher may begin the study. The researcher must follow the policies and procedures of the Pellissippi State IRB for human subjects research, if applicable. The researcher should keep the executive director of Institutional Effectiveness, Assessment and Planning involved during the research and seek approval for any changes in the research methodology. A copy of the results must be forwarded to the executive director of Institutional Effectiveness, Assessment and Planning.

Approved: President Allen G. Edwards, February 25, 2002  
Editorial Changes, July 2008  
Editorial Changes, April 30, 2009, July 1, 2009  
Reviewed/Recommended: President’s Staff, September 13, 2010  
Approved: President Allen G. Edwards, September 13, 2010  
Reviewed/Recommended: President’s Council, April 27, 2015  
Approved: L. Anthony Wise, Jr. April 27, 2015  
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Editorial Changes, April 19, 2019  
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