

## Note:

The Institutional Review Board (IRB) does not provide access to the college for external researchers and it does not approve the use of
data for contacting students, faculty, or staff members. This is also true for the Institutional Research (IR) Office. The supervisor
(gatekeeper / sponsor) who signs off on the project has responsibility for the employee. The supervisor / gatekeeper / sponsor is the
person who grants or secures the permissions for the researcher; they are required to sign the IRB application form.