

TISEM IRB REGULATIONS

1. TiSEM IRB

Article 1. Name

TiSEM IRB stands for Institutional Review Board (IRB) of the Tilburg School of Economics and Management (TiSEM) of Tilburg University.

Article 2. Foundation

The TiSEM IRB was instituted September 3, 2019 by the Management Team of TiSEM.

Article 3. Scope

The IRB reviews applications for research to be conducted by TiSEM faculty (including PhD candidates) and Research Master students under supervision of a TiSEM faculty member.

Article 4. Aim

The IRB aims to sustain and improve the quality of research at TiSEM for:

- a. Participants: By protecting the privacy of participants, and preventing physical, psychological, or other harm to participants in research.
- b. Institution and Society: By supporting and facilitating integrity and transparency of data collection and management, and accessibility of research data and results, to the extent that this does not conflict with a.
- c. Researchers: By supporting, educating and aiding researchers to conform to the IRB aims and procedures at the minimum possible workload for researchers, to the extent that this does not conflict with a. and/or b.

Article 5. Mandate

The Management Team of TiSEM mandates:

- a. the Vice-Dean for Research to act as the IRB's spokesperson for external communications.
- b. the Vice-Dean for Research to make the final decision in case of appeals or complaints about outcomes of the application process or the application procedure.
- c. the IRB to review and approve Standard Research Protocols and individual research proposals.
- d. the IRB to communicate with the applicants of research proposals.
- e. the IRB to design and maintain the IRB website and other communication.

2. Composition and reporting

Article 6. Composition of TiSEM IRB

- 6.1. The Management Team of TiSEM appoints the chairperson and the members for a period of three years, with the option of a renewal for one period.
- 6.2. The IRB consists of a minimum of 7 members, including the chairperson.
The IRB members do not act in a personal capacity but in function of TiSEM.
- 6.3. The IRB members are employed at TiSEM and represent research domains of TiSEM.

Article 7. IRB manager

The IRB is supported by an IRB manager who is appointed by the Management Team of TiSEM.

Article 8. Annual report

- 8.1. The IRB provides an annual report to the Management Team of TiSEM at the latest in March of the next year.
- 8.2. The annual report contains information on:
 1. The research applications reviewed (key indicators, including numbers and final status of the applications).
 2. The review process (including possible changes in the internal regulations of the IRB).
 3. The appeal and complaints procedure.
 4. The composition of the IRB.

3. IRB Procedure

Article 9. The IRB submitting and review procedure are defined in the IRB Operating procedure.

4. Autonomy and Confidentiality

Article 10. Autonomy and confidentiality of the IRB and the IRB members are defined in the IRB Operating procedure.

5. Approval and revision

Article 11. Approval Regulations

11.1. The Management Team of TiSEM approved the IRB Regulations on November 26, 2019 and entered into effect January 1, 2020.

11.2. The Management Team of TiSEM shall decide in cases not provided for in the IRB Regulations.

Article 12. Revision clause

Revisions of the IRB Regulations by the Management Team of TiSEM require the approval of the IRB.