

Internal Research and Review Committee (IRRC)

Human Services & Public Health Research Proposal Application Process

Applicability

Research is understood to include all studies used for the purpose of securing information about Human Services and Public Health (HSPH) programs or services. Information such as access to data records, employees, residents served, and facilities for research all require IRRC approval.

Any person, including employees, who wish to conduct research within Health and Human Services must make their request in writing to the IRRC. Additionally, all requests must be sponsored by a manager level or higher HSPH employee, who will act as an HSPH administrator assisting with coordination and appearing before the IRRC to discuss the research as needed.

Requirements

Prior to conducting research, the researcher's organization and/or institution as well as the HSPH IRRC must approve the research. After approval, the results of the study should be shared with the appropriate HSPH personnel and participants upon request.

Process to request IRRC approval

Written applications should be submitted by the 15th of the month for consideration the following month. Requests will be reviewed, and a written response will be sent to the principal investigator and HSPH sponsor within 4-6 weeks. Application materials to conduct research in HSPH may be downloaded or obtained from the Hennepin County [website](#).

IRRC considerations

The Internal Research and Review Committee acts as the designee for approving all proposed research studies for Human Services and Public Health. However, as an employer it is also important to ensure that our employees are not subjected to ancillary requests that do not have a direct or lasting benefit to County priorities.

The Internal Research and Review Committee reserves the right to review each research proposal for the following considerations:

1. Relevance to the current needs and interests of HSPH
2. Disruption of daily operational and administrative duties
3. Potential for violation of participants' privacy and rights
4. The rights and welfare of the clients and HSPH personnel involved
5. The appropriateness of the methods used to secure informed consent
6. The balance of risks and potential benefits of the investigation

IRRC Screening Process

All research proposals are subject to a screening process. The screening process evaluates the scope of the project and degree of risk involved. An initial screening is completed within the IRRC to determine scope and whether there is potential for low, moderate or high-risk to employees, clients, or the community.

The IRRC will make the final recommendations for approval or disapproval in 4-6 weeks.

Contact

Human Services & Public Health
Internal Research & Review Committee
HSPH.IRRC@hennepin.us