



UNIVERSITY OF
WEST GEORGIA

**Institutional Review Board (IRB)
External Researcher Guidelines**

Applicability

These External Researcher Guidelines apply to all individuals not currently affiliated with the University of West Georgia (UWG) who are interested in conducting research involving UWG, its students, faculty, staff, or alumni.

Purpose

The purpose of these guidelines is to establish a standard method of reviewing and approving any research conducted that involves UWG faculty, staff, students, or alumni as research participants and to balance a cooperative, collaborative research effort with existing research and data collection by researchers affiliated with UWG. Any and all external researchers (anyone currently unaffiliated with the University) are required to follow these guidelines.

Background

The UWG Institutional Review Board (IRB) was established for the review of any research involving humans as subjects and is in compliance with Federal Regulations concerning experimentation involving human subjects (45 C.F.R. Part 46, Protection of Human Subjects). The purpose of this Board is to provide review of all research conducted by faculty, staff, and students to insure protection of human subjects and compliance with the federal regulations. All research conducted on the UWG campus involving UWG students, faculty, staff, alumni, or UWG resources is subject to compliance with all federal regulations regarding human subject research.

Education

All individuals engaged in research involving human subjects must complete an educational program related to the responsible conduct of research prior to initiation of a research project. UWG has selected the Collaborative Training Initiative (CITI) as the best and most efficient mechanism for delivering education to UWG researchers involved with human subjects research. CITI is an on-line educational training course that provides relevant, up-to-date information on the protection of human research subjects in the format of instructional modules.

Guiding Principle

It is the guiding principle of the Office of Research and Sponsored Projects at UWG that all research, whether conducted by an internal or an external researcher, involving human

subjects must be approved by the UWG IRB before any human subjects are recruited for the study. For all research activities, an external researcher must identify a UWG employee (regular, full-time) willing to serve as the local sponsor for the duration of the research project. The local sponsor should be able to answer questions about the project, serve as the campus contact for questions or concerns about the research, and has completed the required CITI educational program.

Procedure

Researchers who are unaffiliated with UWG but wish to recruit participants on the UWG campus, must request permission from the IRB before recruiting alumni, students, or employees at UWG (via poster, flyer, email announcement, newspaper ad, or any other method of recruitment). Unaffiliated researchers must submit one copy of the full packet of materials submitted to the IRB at their own institution, including the letter of IRB approval for the project, to the UWG IRB Office. Researchers who do not have an IRB at their home institution should submit all required documents, using UWG application materials found at <http://www.westga.edu/academics/research/orsp/irb-forms.php>, to the UWG IRB. The packet should include, but may not be limited to, the IRB protocol application, consent form or information sheet, recruitment flyer or ad, instruments or measures to be used, and any supporting documentation.

For research activities that qualify as exempt from IRB review, evidence must be provided from the home institution that exempt status has been granted. The IRB Chair or his/her designee will review the request and issue a letter of permission to recruit on campus. The IRB reserves the right to have requests for permission to recruit on campus go to the full board for review and approval, should the Chair decide that the nature of the study requires the independent scrutiny of the IRB to protect its students and employees.

The UWG IRB only considers the protection of human subjects; it does not grant authority for the Researcher to conduct the research at UWG. Therefore, the authority to conduct research on the UWG campus must also be obtained from the appropriate university official relative to the research to be conducted. For assistance in obtaining this approval, contact the UWG Research Compliance Officer in the Office of Research and Sponsored Projects.