



**UWG Institutional Review Board**  
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## **External Researchers Conducting Research at UWG**

The University of West Georgia Institutional Review Board (IRB) has oversight for research involving human subjects. This includes when UWG students, faculty, or staff are engaged in a research study or when they are targeted as a participant population.

If you are an external researcher working on a research study with UWG personnel who are obtaining consent, collecting data, intervening/interacting with subjects, or receiving/accessing private identifiable data, those personnel are engaged in the research study and formal UWG IRB submission, review, and approval will most likely be needed.

The following guidance is not intended for UWG personnel engaged in research. UWG personnel or external researchers working with UWG as study personnel should contact the UWG IRB at [irb@westga.edu](mailto:irb@westga.edu) for help determining whether a new application should be submitted to the UWG IRB or if a reliance agreement with the reviewing IRB is appropriate.

**This page provides guidance for researchers not affiliated with UWG who are requesting permission to:**

- target UWG students, faculty, or staff as research participants (e.g. interview UWG students, send a survey to UWG faculty, etc.);
- request UWG students, faculty, or staff assist in recruiting research participants;
- utilize UWG space for posting recruitment materials (e.g. flyers, notices, QR codes, etc.);
- conduct research activities (e.g. surveys, interviews, focus groups, observations, etc.) on UWG premises;
- access data held by specific UWG offices or departments.

**In these cases, the UWG IRB requires that external researchers do the following:**

1. Obtain IRB approval (or equivalent) from their home institution. If IRB approval is not appropriate for your project, email the UWG IRB at [irb@westga.edu](mailto:irb@westga.edu) with your contact information, a description of your project, why IRB approval was not obtained, and how UWG will be involved in the project.
2. Reach out to the appropriate department or office on UWG's campus and request site approval to conduct research. Use the UWG Site Acknowledgement Letter found on the



[UWG IRB Forms](#) webpage. There is also a list of UWG administrator approvers if you are unsure whom to contact.

3. Submit the following to [irb@westga.edu](mailto:irb@westga.edu) for review:
  - a. Documentation of IRB approval from your home institution;
  - b. Copies of the approved study protocol and all supporting documentation;
  - c. Documentation of your ethics training completion (most commonly this will be courses through CITI); and
  - d. The signed UWG Site Acknowledgement Letter from the appropriate department or office on UWG's campus.

Review of such applications from external researchers typically takes between 5-10 business days. Please reach out to UWG IRB at [irb@westga.edu](mailto:irb@westga.edu) if you have any questions.