



Jacksonville University IRB Requirements for Recruitment by External Researchers

If you are an outside researcher (you are not affiliated with Jacksonville University) and have IRB approval from your institution, and you would like to conduct your research with Jacksonville University students or employees, you will need to submit to the Jacksonville University IRB the full packet of materials submitted to and issued by your institution's IRB including:

- Letter of IRB approval for the project
- The IRB protocol application
- Consent form or information sheet
- Recruitment flyer or ad
- Instruments or measures to be used, and any supporting documentation.

Your request can only be considered if your institution's approval issuing IRB is registered with Health and Human Services (HHS) and has a Federalwide Assurance (FWA) number. Your request must contain the FWA number.

The IRB Chair or Assistant Chair will review the submitted materials and determine any further requirements. The IRB Chair or Assistant Chair may determine that the request for permission to recruit on campus go to the full board for review and approval and/or submission of a Jacksonville University IRB application, should the Chair or Assistant decide that the nature of the study requires the independent scrutiny of the IRB to protect its students and employees.

In general JU would not extend IRB oversight to research conducted by an outside investigator unless JU is actively engaged. Thus, outside investigators must seek a JU faculty or staff member to serve as the Responsible Primary Investigator (RPI), i.e. a sponsor, for the proposed research. The RPI or sponsor may facilitate the research by

- providing prospective subjects with information about the research on behalf of the external investigator (e.g., forward recruitment materials or read a script provided by the external investigator);
- providing prospective subjects with information for contacting the external investigator to obtain information about the research; or
- obtaining permission from prospective participants' to release their contact information to the external investigator to use for recruitment purposes.

If Jacksonville University officials interact with human subjects in research or data collection, (for example: obtain informed consent, administer study interventions such as surveys, or collect/analyze private or personal information from individuals), then the Jacksonville University official is involved in the research, and a Jacksonville University IRB application must be submitted. The Jacksonville University IRB Chair or Assistant Chair determines if the Jacksonville University official(s) meet the definition of interaction with human subjects after reviewing the IRB materials submitted by the external researcher.

Please be advised that JU initiated projects take top priority in processing. External projects will be reviewed within 30 business days from receipt.