



# Policy

UNIVERSITY POLICY AC-10.00 — 08/10

**TO:** The University of West Florida Community

**FROM:** Dr. Judith Bense, President

**SUBJECT:** Requests by Investigators for UWF Students, Faculty, or Staff to Participate in Research Projects

**Responsible Office:** Research and Sponsored Programs

**Purpose/Policy:** The University occasionally receives requests from external researchers to survey various segments of UWF students, faculty, or staff. It is the policy of UWF to provide fair and consistent responses to these requests while maintaining the privacy of University personnel in compliance with federal regulations. Requests of this nature are to be filed with the University of West Florida Institutional Review Board for the Protection of Human Research Participants ("IRB").

## Procedures

1. Requests from external researchers will be submitted to the IRB on the form provided at the following IRB web site: <http://research.uwf.edu/internal/integrity/irb.cfm> (or comparable forms plus a copy of the approval letter from the researcher's host institution).
2. The IRB chairperson will review the request for worthiness of the study and design and the full-board of the IRB will review the request for human participant compliance.
3. If the request is determined by the full-board of the IRB to comply with 45 CFR Part 46, Protection of Human Research Participants and the UWF IRB for Human Research Participants Protection Policy and Procedures, the researcher will be asked to provide an abstract of the research project and an e-mail or web link for UWF participants to use should they choose to participate in the research.
4. The Research Integrity Coordinator of the IRB will identify the appropriate population for the survey as requested by the researcher and will e-mail these potential UWF participants notifying them that a request has been made for them to participate in a research study. The e-mail will include an abstract of the research project, applicable informed consent form and a related e-mail or web link. UWF participants who choose to participate in the research can do so by using the e-mail or web link. At no time will the Research Integrity Coordinator divulge the names or other identifying information of the potential UWF participants to the researcher.

5. A fee schedule, if applicable, will be posted on the IRB web site.

Approved By: Dr. Judith Bense, President

Date: 8/6/10