

College of Charleston

RECRUITMENT OF PARTICIPANTS BY EXTERNAL RESEARCHERS

Definitions:

External Researcher - a person not employed by the College of Charleston or otherwise affiliated with the College.

Jurisdictional IRB – the primary Institutional Review Board that has approved the External Researcher’s protocol. This is usually the external researcher’s home institution.

Point of Contact – College of Charleston faculty, staff, or administrator who will serve as the College contact person for the research.

Fee Schedule (Effective: 09/28/2010)

<u>Type of Review</u>	<u>Rate</u>
Application Fee*	\$250
Administrative review for exemption	\$200
Initial IRB review (expedited or full)	\$950
Major modification	\$400
Minor modification	\$200
Continuation	\$400

*A non-refundable application fee of \$250.00 must be sent at the time the External Request to Recruit Research Participants is submitted. Checks should be made payable to the College of Charleston and sent to the Office of Research and Grants Administration, College of Charleston, 66 George Street, Charleston, SC 29424

The fee may be waived for

- Undergraduate and Graduate Student projects
- Post-doctoral Fellowships
- Studies with No Funding or Internal Department Funds Only

Following receipt of the application fee or waiver, Research Protections and Compliance will review the application to determine whether or not the protocol is complete and meets criteria for on campus recruitment of research participants. Incomplete applications and projects that do not have a benefit to the College of Charleston community will not be considered for approval.

Complete applications meeting the criteria for recruitment will be forwarded for review. Unless waived, the application fee and payment for initial review must be received prior to College of Charleston review.

Unless the fee for modification and/or continuation is waived, payment must be received prior to consideration for review.

Application Review

The application will be reviewed either administratively for exemption or by expedited or full IRB process as appropriate. All applications not approved by a jurisdictional IRB may not be administratively

reviewed for exemption.

Recruitment may be approved for a period up to the expiration date of the jurisdictional IRB approval, or one year for projects which do not have jurisdictional IRB approval.

The researcher must use the recruitment and consent materials bearing the College of Charleston Permission to Recruit.

The IRB reserves the right to grant or deny permission to external investigators to recruit subjects on campus. The decision of the IRB to deny permission for participant recruitment by an external investigator may not be reversed by any other College of Charleston authority.

Decisions made by the IRB to grant permission to an external investigator to recruit research participants on campus may be reversed by the Board of Trustees of the College or by the President of the College, acting on their behalf, if it is in the best interests of the College to do so.

DO NOT INCLUDE these instruction pages with submitted application.

Non-College of Charleston Researcher
EXTERNAL REQUEST TO RECRUIT RESEARCH PARTICIPANTS

Scan and submit completed application with required attachments as a *single pdf document* compliance@cofc.edu.

RESPONSIBLE RESEARCHER(S)

Name: _____	Name: _____
Title: _____	Title: _____
Address: _____ _____	Address: _____ _____
Telephone: _____	Telephone: _____
E-mail: _____	E-mail: _____
External Funding Sponsor: _____	

Project Title

INVESTIGATOR'S IRB APPROVAL

Approval Dates: _____ to _____	FWA Number: _____
Name of Jurisdictional IRB: _____	Location: _____
Type of Review: Exempt Expedited Full Board	

PROJECT INFORMATION

College of Charleston Recruitment Dates : _____ to _____

Participant Population: Students Faculty Staff Administrators

Anticipated Number of Participants: _____

Participant Compensation: \$ _____

College of Charleston Point of Contact
Name: _____ Department: _____

Recruitment Method(s): _____

Why (other than convenience) do you need to recruit participants at the College of Charleston?

How will this research benefit the College of Charleston?

Does this research involve administration of any drugs or supplements? Yes No

Risk Level: Minimal Greater than Minimal

If this research involves Greater than Minimal Risk, describe:

- 1) The exact nature of the risks.

- 2) The safety monitoring or other research oversight that will be used to minimize the probability and magnitude of those risks.

REQUIRED ATTACHMENTS

- Letter or copy of email from College of Charleston Point of Contact
If access to participants is required through any College of Charleston office or department (e.g., Student Health, Athletics, Registrar), a specific letter of permission is required.
- IRB Approval
- IRB Approved Protocol with any approved modifications

- Recruitment flyers, advertisements, letters, e-mails, or other documents
- Informed Consent Document(s)

I certify that I am familiar with the ethical guidelines and regulations regarding the protection of human research participants and will adhere to those policies and procedures.	
Signature _____	Date _____
Signature _____	Date _____