



**University of La Verne Institutional Review Board Policy and Procedure
on Obtaining Site Permission
Approved March 10, 2017**

1. Obtaining Site Permission

The La Verne IRB follows the guidance of OHRP for obtaining site permissions and IRB approval for external institutions based on whether they are engaged or unengaged. The information for determining whether an institution is engaged can be found on the following website: <https://www.hhs.gov/ohrp/regulations-and-policy/guidance/guidance-on-engagement-of-institutions/index.html>. This policy and procedure applies to non-exempt research.

2. Unengaged Institutions

University of La Verne students, faculty, and staff who plan to conduct research at certain locations (e.g., doctors' offices, hospitals, schools, universities, businesses, events, private institutions, etc.) that are unaffiliated with the University of La Verne, and are not engaged in research, must secure and submit a site permission from an appropriate official(s) at each location acknowledging agreement to serve as a site for the research activities.

La Verne IRB prefers that the researcher submit a site permission letter presented on the granting entity's letterhead and hand-signed by the authorized official. However, email correspondence is also considered an adequate method for obtaining site permission. The site permission must show the official's title and contact information, and state that the official is aware of the research and agrees to grant access to the participant or data.

If recruitment of participants will take place via electronic medium such as social media websites (e.g., Twitter, Facebook, YouTube, etc.), community boards, chat rooms, or other websites, the researcher is required to provide the IRB copies of letters or emails of cooperation for electronic study sites. The considerations for using recruitment of participants via online sources are the same as with any human participant research. In the event that the site is open to the public, including researchers, the researcher must provide verification that the site is public.

Procedures

Site permission letters that are not provided on letterhead with signature(s) (i.e., emailed permission) may have to be confirmed by the IRB. Confirmation will be accomplished by email or a phone call to the official listed on the permission documentation.

Please note officials ***must not*** send the permission directly to the IRB. The researcher will obtain the signed permission letter or email correspondence and submit it to the IRB with all other application materials via IRBManager.

The date of the permission document must be prior to the start of the conduct of human subjects research at the site.

3. Engaged Institutions

For engaged institutions, each institution with an IRB reviews the protocol of the researcher(s). However, a ceding agreement can be entered into whereby one or more IRBs cede oversight of the research activities to another IRB.

Procedures

The applicant will contact the other institution to determine if the institution will be conducting an IRB review. If so, the researcher will list the contact information of the other IRB(s) in their application in IRBManager and seek conditional approval from the La Verne IRB.

Once conditional approval from the La Verne IRB is granted, the researcher will start the review process at the other IRB. Once approval is granted by the other IRB, the applicant will submit the approval letter to the La Verne IRB. The La Verne IRB will issue a full approval letter.

If the other IRB requests the La Verne IRB to cede oversight to them, the La Verne IRB will do so in accordance with the guidance set forth by the OHRP and the specifics of the individual protocol.