



University of La Verne Institutional Review Board Policy and Procedure on External Researchers

Approved March 10, 2017, Amended December 14, 2018

The definition of an external researcher is one who does *not* satisfy any of the following conditions:

- 1) currently employed by the University of La Verne,
- 2) currently enrolled in any degree-bearing program at the University of La Verne,
- 3) currently an Emeritus Professor/Administrator/Dean at the University of La Verne.

External research is approved by the La Verne IRB. Prior to applying, external researchers must find a faculty sponsor to support their research.

1. Once external researchers have located a faculty sponsor they may apply

- a. *A faculty or staff sponsor is responsible for compliance of the study with the La Verne IRB's conditions and policies and procedures*
 1. A faculty sponsor will also provide the following resources:
 - a. Facilitate access to human subjects following the University of La Verne and La Verne IRB policies and procedures
 - b. Act as a point of contact for questions regarding the University of La Verne
 - c. Will report and document any misconduct by the external research to University of La Verne and the La Verne IRB
 - b. *The researcher will fill out the external applicant portion of the Initial IRB Application in IRBManager and will be required to submit the approval, approved application, and any attached application materials (e.g., consent forms, permissions, instruments, etc.) from the external researcher's IRB*
 1. If the external applicant does not have IRB approval from their institution and cannot obtain one (i.e., their institution does not have an IRB) then a full Initial IRB Application will need to be completed and La Verne IRB will be the IRB of record
 2. If the external applicant is from an external institution who does not have an IRB and the La Verne IRB will be the IRB of record for more than one study originating from the external institution, the University of La Verne will enter into a Memorandum of Understanding (MOU) with the external institution
- c. *The analyst will verify completion of the application and attached documents and forward the application to the Chair to review*

d. *The Chair will ascertain if the University of La Verne will be an engaged or unengaged institution.*

- a. If the University of La Verne will be engaged, a full Initial Application must be completed and approved.
- b. IRB oversight will be ascertained following the policies and procedures in Obtaining Site Permissions.

e. *For exempt and expedited level review, the Chair will review the application to ensure it is complete, that it follows La Verne IRB policies and procedures, as well as local regulations*

1. If everything is in order, the Chair will issue a letter stating they may conduct their research on campus
2. If researchers need to make changes to comply with institutional and local policy, procedure, and/or regulations, the Chair will ask for the researcher to revise their study and re-run it through their IRB
 - a. If the external IRB approves of the changes, the Chair will issue the letter in I(e)(i) above
 - b. If the external IRB does not approve of the changes, the Chair will follow the policies and procedures in Obtaining Site Permissions.
 - i. If the policies and procedures in Obtaining Site Permissions are not applicable to the specific situation, the external researcher will not be approved to conduct their research at University of La Verne

f. *For standard level review, the study will undergo a review from the appropriate Area (college) and the full board to ascertain if the approved protocol is sufficient protections for our community*

1. If not, revisions will be requested and the external researcher will rerun them through their IRB.
 - a. If the external IRB approves the changes, the Chair will issue an approval letter
 - b. If the external IRB does not approve of the changes, the Chair will follow the policies and procedures in Obtaining Site Permissions.
 - i. If the policies and procedures in Obtaining Site Permissions are not applicable to the specific situation, the external researcher will not be approved to conduct their research at University of La Verne

2. External Graduate Student Researchers

- a. In addition to the procedures above, external graduate student researchers need to add their thesis/dissertation Chair to the application, who will approve the application and all revisions