Additional Approvals

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Policy Statement

In addition to IRB approval, a research project may need the approval of other IRBs, committees, organizations, or individuals before it is implemented. Submission of a protocol to parties other than the IRB is the responsibility of the investigator, and in most cases should be obtained before submission of the protocol to the UIW IRB.

Description and Procedures

A. Approval to Conduct Surveys at UIW

The UIW Institutional Effectiveness Council (IEC) is responsible for coordinating any efforts to gather data from any groups in the UIW community – current and former students, and employees. The IEC provides oversight to schedule large surveys and to deconflict survey time slots, in order to maximize the benefits and responses to each survey. If your project includes the collection of survey data from a UIW population, consult the IEC's UIW Policy for Conducting Surveys and determine if IEC approval is necessary. It is the responsibility of the Principal Investigator to submit documentation of IEC approval with the IRB application.

B. Approval of Other Committees

In addition to IRB approval, a research project may need the approval of other committees before it is implemented. Submission of a protocol to committees other than the IRB is the responsibility of the investigator.

C. Approval by Other IRBs

The approval of faculty, staff or students' research by another institution's IRB cannot substitute for the requirement to have the protocol reviewed by the UIW IRB. When the study site institution has no IRB, other appropriate administrative approval must be obtained. Consult the IRB office for assistance.

D. Other Approvals

The proposed research may require the approval of other organizations or individuals. It is the responsibility of the principal investigator to obtain any additional approval before data collection begins.

E. External Researchers Collaborating with UIW Researchers

Collaborative research projects involving investigators from UIW and external institutions with their own IRB may or may not need to obtain IRB approval from both institutions. One institution's IRB may defer review of a human subjects research application to another IRB in order to eliminate redundancies and promote efficiency. Federal regulations allow institutions to designate an external IRB from another Federalwide Assurance (FWA)-holding institution as the IRB of Record (or reviewing IRB) for research through a written IRB Authorization Agreement (IAA). A list of existing IAAs between UIW and external institutions may be accessed online at https://www.uiw.edu/orgs/_docs/irb-guide-iaas.pdf. To initiate a new IAA, contact the Research Compliance Coordinator. If no IAA exists for collaborative research projects involving UIW and external FWA-holding institutions, then IRB approval must be obtained from both institutions.

F. External Researchers Collecting Data from UIW Faculty, Staff, or Students

Researchers from other institutions wishing to conduct studies with UIW faculty, staff, or students as research subjects must submit a request for site access to the UIW Office of Research and Sponsored Projects Operations (ORSPO) – even if IRB approval was granted at their home institution. External researchers must first obtain IRB approval from their home institution before requesting site access to UIW. Investigators or Organizations not affiliated with UIW must contact the UIW ORSPO to coordinate approval to conduct their research at UIW before attempting to conduct any of the following activities:

1. advertisement of research to faculty, staff, or students;
2. solicitation of participation in research by faculty, staff, or students; and/or
3. conducting any form of research activity involving UIW faculty, staff, or students.

External researchers must submit the following items for review:

1. a letter of approval from their home institution's IRB,
2. a copy of the IRB-approved research protocol,
3. a copy of the IRB-approved recruitment or solicitation materials (if applicable),
4. a copy of the IRB-approved consent documents (if applicable), and
5. a copy of the IRB-approved instruments for data collection.

The ORSPO will review the site access request according to the following considerations:

1. examination of the approved research protocol to ensure that it meets UIW expectations for research as established by practice and federal rules,
2. examination of the study design to understand the potential risks to participants,
3. examination of the consent forms, and
4. impact of the study on the UIW campus.

If the request is deemed appropriate, the ORSPO will issue a letter granting conditional access, pending permission by any applicable program directors, department chairs, or deans. The ORSPO will then refer the researcher to the applicable program director, department chair, or dean for final approval. In the case of large-scale surveys involving multiple campus units, the researcher will be referred to the Associate Provost for Institutional Effectiveness for final approval and access.

Effective Date

August 24, 2020

Revision History

References

UIW Policy for Conducting Surveys
Guidance: Existing University of the Incarnate Word IRB Authorization Agreements