

Procedures for Sharing requests to recruit Spalding community members to participate in external research

REC_004

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History

Effective:

Last Updated: 7/12/2024

Responsible University Office: Spalding Office of Graduate Education

Responsible University Administrator: Dean of Graduate Education / Signatory Official

Policy Contact: REC Chair

Scope

Spalding faculty, students or staff that receive requests from external investigators to distribute research opportunities to the Spalding community. School or program chairs or other administrators responsible for overseeing human subjects research activities at Spalding University. Note that this policy can be extended to apply to Spalding investigators wishing to recruit research participants from within the Spalding community as well.

Policy Statement

This policy outlines the steps that Spalding faculty, students or staff must take to obtain approval to distribute opportunities for research participation originating from outside the university to Spalding students or employees. Such requests should not be forwarded without approval from the appropriate individuals.

Reason for Policy

The purpose of this policy is to ensure that Spalding students' and employees' rights as potential human subjects research participants are protected and that these individuals are not solicited to participate in research that has not been properly vetted by the University.

Definitions

Investigator- anyone involved in obtaining informed consent or with collecting or analyzing participant information for research purposes

Procedures

1. Student, faculty or staff receives request to distribute research opportunities to Spalding students or employees on behalf of someone outside of the University
2. Request is forwarded to Chair of Spalding REC
3. REC Chair confirms that the external investigator has provided proof of IRB approval to solicit research participants in this way.
 - a. The Chair may reach out to the originator to request the IRB approval be provided.
4. REC chair will review the request and determine whether sharing the proposed research opportunity would subject Spalding students or employees to undue risk.
5. REC chair will forward the request, along with their recommendation for approval to the Dean of Graduate Education (Signatory Official).
6. The Dean will advise the REC chair whether approval from additional Spalding leaders (i.e. compliance officer, provost, program chairs, specific faculty, etc.) should be sought before distributing the external email to potential participants.
7. REC chair will request any additional approvals needed.
 - a. For requests to target specific groups of individuals, the supervisor and /or unit leader / program chair, etc. must grant approval in addition to the Graduate Dean.
 - b. For requests to distribute across the entire campus, or a broader pool of Spalding students or employees, approval of the Graduate Dean, Undergraduate Dean and Chief of Staff must be obtained as appropriate per the target population.

Associated documents / related policies

- Policy on Students as research participants (REC_003)
- Approval Flow for Distributing Research Participation Requests to Spalding Community Members

History

Draft proposed and reviewed: July 12th, 2024

Implemented: [Click or tap here to enter text.](#)

Last reviewed by Research Ethics Committee: July 12th, 2024

Spalding Administration Review:

Approved in REC Meeting: July 12th, 2024