

## **External Researcher Guidelines**

### **Applicability**

The External Researcher Guidelines apply to all individuals not currently affiliated with Berea College who are interested in conducting research involving Berea College, its students, faculty, staff, or alumni.

### **Purpose**

The purpose of these guidelines is to establish a standard method of reviewing and approving any research conducted that involves Berea College data and/or faculty, staff, students, or alumni as research participants and to balance a cooperative, collaborative research effort with existing research and data collection by researchers affiliated with Berea College. Any and all external researchers (anyone currently unaffiliated with Berea College) are required to follow these guidelines.

### **Background**

The Berea College Institutional Review Board (IRB) was established for the review of any research involving humans as subjects and is in compliance with Federal regulations concerning experimentation involving human subjects (45 C.F.R. Part 46, Protection of Human Subjects). The purpose of the IRB is to provide review of all research conducted by faculty, staff, and students to insure protection of human subjects and compliance with the Federal regulations. All research conducted on the Berea College campus involving Berea students, faculty, staff, alumni, or Berea College resources is subject to compliance with all Federal regulations regarding human subject research.

### **Education**

All individuals engaged in research involving human subjects must provide documentation that they have completed an educational program related to the responsible conduct of research prior to submission of a research project for approval by the IRB. Berea College has selected the Collaborative Training Initiative (CITI) as the best and most efficient mechanism for delivering education to Berea College researchers involved with human subjects research. CITI is an on-line educational training course that provides relevant, up-to-date information on the protection of human research subjects in the format of instructional modules.

## **Guiding Principle**

It is a guiding principle of Berea College that all research, whether conducted by an internal or an external researcher, involving human subjects must be approved by the Berea College IRB before any human subjects are recruited for the study.

## **Procedure**

Researchers who are unaffiliated with Berea College but wish to recruit participants on Berea College campus, must request permission before recruiting alumni, students, or employees at Berea College (via poster, flyer, email announcement, newspaper ad, or any other method of recruitment). Unaffiliated researchers must complete **External Researcher Application Form** (Appendix B) and submit the form to the Office of Academic Affairs along with the full packet of materials submitted to the home institution including the letter of IRB approval for the project. For research activities that qualify as exempt from IRB review, evidence must be provided from the researcher's home institution that exempt status has been granted.

Upon submission of materials to the Office of Academic Affairs, the IRB Chair or designee will review the request from the external researcher to determine if Berea College's IRB will accept the IRB approval of the researcher's home institution. The Berea College IRB reserves the right to not accept the approval of the researcher's home institution or to request that the protocol go to the full board for review and approval, should the Chair decide that the nature of the study requires the independent scrutiny of the Berea College IRB to protect its students and employees.

The Berea College IRB only considers the protection of human subjects; it does not grant authority for the researcher to conduct the research at Berea College. Therefore, approval to conduct research on the Berea College campus must also be obtained from the Berea College Administrative Committee before any subjects can be enrolled in the study. Following review by Berea College's IRB, the IRB informs Academic Affairs and of its decision. The Provost, as Liaison to the Administrative Committee, brings external research requests to the Administrative Committee. Decisions on external research requests will be given to the researcher and Berea College's IRB will be informed.

For questions or additional information, please contact the Office of Academic Affairs at 859-985-3487 or by email at [broomfields@berea.edu](mailto:broomfields@berea.edu).