

SOP for Requests for Participation of Wright State Staff, Students or Faculty in Research Approved by Other Institutions

Wright State University values research and inquiry that advances the understanding of student and employee success at our campus. To ensure the safeguarding of employee and student data, and to verify the proposed research project aligns with the mission, vision, and values of Wright State, an internal research review process is required from external researchers from other institutions who wish to recruit on the Wright State campus (e.g., post an advertisement on campus, send out a recruitment e-mail, or approach departmental faculty requesting their participation in the research).

Wright State site approval for research is contingent upon the review of the research plan to assess the risk to participants, appropriate informed consent, safeguarding of data, and guarantee of confidentiality and/or anonymity. External researchers must also have approval from an IRB or equivalent institutional approval from their home institution.

External researchers should send an external research request to the Wright State IRB Office. As needed, the IRB Office will consult with the appropriate offices and/or departments. Wright State may place restrictions on the research project as determined by the external IRB and/or university administrators. The researcher will be notified of a decision via email. Please allow two weeks for review.

PROCEDURE

To obtain research approval, please submit the following information via e-mail to irb-rsp@wright.edu:

- Text of E-mail
 - Name and affiliation of researcher
 - Contact information for researcher
 - Title of research project
 - Recruitment population for this study (i.e., faculty, staff, or students)
 - Briefly describe why you are requesting to recruit Wright State faculty, staff, or students for participation in the research project. Indicate the relevance and impact of this population on your research project.
 - Briefly describe how you will recruit Wright State faculty, staff, or students for participation in the research project.
 - Indicate if any WSU faculty or staff will be involved in the recruitment process.
 - Contact information of any Wright State individuals in which you have spoken regarding this request (e.g., department chairs, etc.)
- Attachments:
 - Research protocol, including methods summary, recruitment process, consent process, data security measures, and confidentiality measures.

- Copy of home institution IRB approval, or equivalent
- Copy of recruitment scripts, consent forms, instruments and/or interview protocols, if appropriate
- Verification of support/approval from involved department(s), if appropriate

External Research Guidelines

- Approval from the IRB Office and Wright State involved department/official is required before any research begins.
- As a condition of approval, Wright State students and/or employees will not be identified when findings are published, nor will the name of the university be identified in any publication, presentation, or other products related to the study.
- As a matter of general practice, Wright State will not provide facilities of any type for external research projects.
- Unless Wright State deems a project to be educationally valuable and/or a natural part of course content, class time generally will not be approved for external projects. If class time is deemed educationally valuable or a natural part of course content, then the faculty members' permission must be obtained prior to any class time being used.
- Participation in any external research project must be voluntary and all participants need to be informed regarding the purpose of the research, the scope of their involvement, and any expected risks or benefits associated with participation.
- Wright State will not grant permission to use the university email server.
- Wright State will provide contact information and/or lists of students or employees to those wishing to conduct external research projects through the submission of a directory information request (<https://www.wright.edu/institutional-research-and-effectiveness>).
- Unless Wright State deems a project to be educationally valuable and/or a natural extension of the universities' daily operations, Wright State will not release data sets or research products that are not publicly available to be used for secondary data analysis purposes.