

External Research Requests		
SOP#: 18 Revision#: 2	Title: External Researcher	Effective Date: February 23, 2021
Approved by:	Institutional Review Board	Approval Date: February 23, 2021

PURPOSE

To establish a standard method of reviewing and approving research conducted by external researchers that invites NEIU faculty, staff, students, alumni, or facilities as recruitment sites or

If the external researcher's institution does not have its own IRB, an Individual Investigator Agreement (IIA) is required which will begin the NEIU IRB review process. For information regarding IIA procedure please see the NEIU IRB website.

The NEIU IRB will apply the federal rules of [engagement of institutions in human subjects research](#) to determine the appropriate review procedure for the research.

PROCEDURES

1. The process begins when the IRB receives notice that an external researcher is planning to conduct human subject research at NEIU.
2. IRB staff request from the external researcher evidence of IRB approval or an exemption determination from the external researcher's IRB and all supporting documentation, including application, consent document, if applicable, and all documents subjects will receive or review. All of the following documents must be submitted to the IRB office:
 - a. IRB approval letter from their home institution,
 - b. Letters of support (if determined necessary)
 - c. IRB application from their home institution,
 - d. Proof of training (i.e. CITI training certificate),
 - e. All recruitment materials, and
 - f. A complete Individual Investigator Agreement (IIA- when applicable).
3. IRB staff forwards the request and associated documents to the IRB chair for review.
4. After consultation with the IRB members, the IRB staff will notify the Institutional Official on the board's recommendations.
5. The Institutional Official will communicate the final decision to the IRB .6(s)-2(i)5()11.3(f)-17.5(i)2.6246(h

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Disclaimer

The University reserves the right to modify or amend sections of this IRB SOP at any time at its sole discretion. This IRB SOP remains in effect until such time as the Responsible Officer calls for review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.