The University at Albany as recruitment site for external entities/individuals (non-affiliates) to conduct research involving human subjects

At the University at Albany if an external investigator (i.e., one that is not affiliated with the University at Albany (UAlbany) as a faculty, student, or staff wishes to use UAlbany as a recruitment and/or research site for activities involving human subjects, before the activity may begin, approval must be obtained from both of the following two UAlbany offices:

1. Pre-Award and Compliance Services (PACS) and
2. Office of Institutional Research and Planning (IR).

1. **Pre-Award and Compliance Services review/approval**

   External investigator must provide verification that he/she has have obtained IRB approval or letter of determination of exemption, if applicable*, from his/her home institution. External investigator must provide:

   - A copy of the approved project/protocol application containing the details of the study, administration, recruitment materials, etc.
   - A copy of the IRB approval or letter of exemption determination.

   These documents will allow PACS to determine if the activity is consistent with that approved protocol, and that the activity is consistent with what UAlbany would require for research with regard to its overall research compliance program and campus policies (*If IRB review or submission not required at home institution, PACS will still make this assessment.)*

**For PACS review and approval** -- Please email your request, with required documentation and/or information to Adrienne Bonilla, Esq., abonilla@albany.edu

2. **Office of Institutional Research and Planning review/approval**

   External investigator must provide information about the research activity, such as:

   - Timing of the research (when would the proposed activity would be taking place, time of year, day, etc.)
   - Number of participants,
   - Description of participant pool kind of students (undergrad, grad, degree, non-degree), faculty, staff, etc.
   - Recruitment method, inclusion/exclusion criteria (e.g., does the PI want IR to draw a random sample?).

   The Office of Institutional Research and Planning may be able to assist the external investigator with specific requirements for carrying out the research on campus (e.g., recruitment, contacts with faculty, etc.)

**For IR review and approval** -- Please email your request, with required documentation and/or information to Dr. Joel Bloom (jbloom@albany.edu) in the IR office.

If you have any questions regarding the above, please contact the PACS at: rco@albany.edu