University at Albany, SUNY as recruitment site for external entities/individuals to conducting research involving human subjects

External (unaffiliated) investigators may not conduct research and/or research enrollment activities involving human subjects at the University at Albany, without first obtaining University at Albany approval by:

1. Office of Regulatory & Research Compliance (ORRC) and
2. Institutional Research, Planning and Effectiveness (IRPE).

To request approval, follow the guidance, below, and email the required documents in one email request addressed to the both of the following campus representatives:

Adrienne Bonilla, Esq., abonilla@albany.edu, Assistant Vice President for Research and Research Compliance Officer.

Jack Mahoney (jmahoney@albany.edu) Assistant Vice President for Academic and Resource Planning.

**Office of Regulatory & Research Compliance**

External investigator must provide:

- A copy of the approved IRB 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 the ORRC to determine if the activity is consistent with that approved protocol, and that the activity is consistent with UAlbany requirements for ethical conduct of research with regard to its overall research compliance program and campus policies (*If IRB review or submission not required at home institution, ORRC will still make this assessment.)*

**For questions regarding ORRC approval** –
**Contact:** Adrienne Bonilla abonilla@albany.edu

**Office of Institutional Research Planning and Effectiveness**

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 Planning and Effectiveness may also be able to assist the external investigator with specific requirements for carrying out the research at the University at Albany campus (e.g., recruitment, contacts with faculty, etc.)

**For questions regarding IRPE review and approval** –
**Contact:** Jack Mahoney (jmahoney@albany.edu)