

University at Albany, State University of New York as site for research or research enrollment by external parties

External parties 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. Office of Institutional Research and Planning and Effectiveness (IR).

To request approval, follow the guidance below and email the specified 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, **Office of Regulatory & Research Compliance**.

Steven Doellefeld, Ph.D., MBA, (sdoellefeld@albany.edu), Director of Assessment, **Institutional Research, Planning, and Effectiveness**

Office of Regulatory & Research Compliance

External party 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 Office of Regulatory & Research Compliance to determine if the activity is consistent with the activity as approved by the party's home IRB and the activity is consistent with University at Albany requirements for the ethical conduct of research and campus policies (**If IRB review or submission not required at home institution, ORRC will still make this assessment.*)

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

Office of Institutional Research and Planning and Effectiveness

External party must provide:

- Timing of the activity (when would the activity be taking place, time of year, day, etc.);
- Description of participant pool kind of students (undergrad, grad, degree, non-degree), faculty, staff, etc.);
- Number of participants;
- Recruitment method, inclusion/exclusion criteria (e.g., will the Office of Institutional Research and Planning and Effectiveness be asked to draw/provide party with a random sample?).

This information will allow the Office of Institutional Research and Planning and Effectiveness (IRPE) to determine if the activity is appropriate for conducting at the University at Albany and that it will not conflict with campus business, activities, or events. IRPE may also be able to assist with specific requirements for carrying out the activity (e.g., recruitment, contacts with faculty, etc.)

For questions re: IRPE review and approval – Contact: Steven Doellefeld (sdoellefeld@albany.edu)