

Recruitment of Participants by External Researchers

External researchers that are not affiliated with FIU, but conducting studies on the FIU campus, which recruit FIU faculty, students, or staff are required to obtain clearance through the FIU Office of Research Integrity and in some cases through the FIU IRB approval process as well.

External researchers that are not affiliated with FIU, and will not physically come to the FIU campus (i.e., research is conducted via mail, email, phone, online, or off-campus) will not require any level of review by the Office of Research Integrity (unless FIU is engaged in conducting the research as a collaborator).

The following procedures are only required if the research will physically take place on the FIU campus:

For Exempt Research:

The external researcher is required to submit the following documents from his/her own institution in electronic format to the FIU IRB Coordinator:

1. IRB Exemption Approval Letter
2. IRB Exemption Application Form
3. Research Proposal
4. Instruments and/or Interview Questions
5. Recruitment Flyer or Ads
6. Consent Forms (if applicable)

If the materials from the external institution are satisfactory, then the PI will receive an email notice indicating that he/she is permitted to begin the research, subject to obtaining any other applicable permission from respective FIU units (e.g., Registrar's Office, Office of the Provost, Department Chair, College Dean, and/or Classroom Professor).

If the materials from the external institution are not satisfactory, then the external researcher will be required to find an FIU faculty member to serve as a collaborator on the project. The study must then be submitted through the FIU IRB approval process with the FIU faculty member serving as the PI.

For Expedited/Full Board Research:

The external researcher must find an FIU faculty member to serve as a collaborator on the project if the study previously underwent Expedited/Full Board Review at the external institution. The study must then be submitted through the FIU IRB approval process with the FIU faculty member serving as the PI.

If the IRB application submission is approved by the FIU IRB, then the FIU faculty member will receive an IRB approval letter indicating that the research is permitted to begin, subject to obtaining any other applicable permission from respective FIU units (e.g., Registrar's Office, Office of the Provost, Department Chair, College Dean, and/or Classroom Professor).