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Bowling Green State University

IRB PROCEDURE STATEMENT

Procedure: Review of IRB Applications from External Researchers

Procedure ID: 2002-13   **Effective:** November 5, 2003
                                   Revised: July 1, 2021; May 2022

A. Background

The IRB has the authority to review all proposed research using Bowling Green State University (BGSU) faculty, staff, or students as research participants. Periodically, the IRB receives a research proposal from a researcher external to BGSU proposing to conduct research on data internal to the University collected from BGSU faculty, staff or students.

B. Procedure

1. The PI submits the materials (IRB application and associated supporting documentation) reviewed by their home institution IRB, notification of final home institution IRB approval, and a cover letter explaining the request and other pertinent study details to the Institutional Review Board (IRB) Office. If the project has not received home institution IRB review and approval, the PI completes and submits an IRB Application and associated supporting documentation to the IRB at BGSU.

2. The IRB Administrator provides the submitted materials to the IRB Chair. The IRB Chair and IRB Administrator designate an appropriate additional reviewer, if applicable.

3. These assigned reviewers determine if the project can be approved by Administrative Review (i.e., reviewers at BGSU guarantee that the human subjects protections are documented from the home institution's IRB approval of the project). If not approved, the reviewers recommend that the request/project be submitted for IRB review at BGSU using an Exempt, Expedited or Full Board review process.

4. The IRB notifies the PI and the PI's advisor (if applicable) in writing, of the outcome of the review.

   NOTE. The IRB's role is to protect human subjects, and IRB approval does not indicate access to BGSU data. The BGSU Office of Institutional Research OIR) evaluates and processes requests for data. Researchers are referred to the Office of Institutional Research (OIR) Request Data website at: https://www.bgsu.edu/institutional-research/RequestForms.html