



HSRB POLICY AND PROCEDURE STATEMENT

Policy/Procedure: Initial Review of HSRB Applications – External Researchers

Policy/Procedure ID: 03-11-002 **Effective:** November 5, 2003

A. Background

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

B. Procedure

- a. The PI submits the materials (IRB application and associated supporting documentation) reviewed by his/her home institution IRB, notification of final home institution IRB approval, and a completed External Researcher Submission Cover Sheet (found at <http://www.bgsu.edu/offices/orc/hsrb>) to the Office of Research Compliance (ORC). If the project has not received home institution IRB review and approval, the PI completes and submits an HSRB application and associated supporting documentation to the ORC.
- b. The HSRB Administrator provides the submitted materials to the HSRB Chair, who designates an appropriate additional reviewer.
- c. The Chair and the additional reviewer review the materials, and if either determines the project should be reviewed by the full Board, the project is then submitted to the full Board review process (see policy 02-11-003 - Initial Review of HSRB Applications – Full Board Review). Otherwise the project is reviewed via the expedited review process (see policy 02-11-004 - Initial Review of HSRB Applications - Expedited/ Exempt Projects).
- d. The ORC notifies the P.I. and the P.I.'s advisor (if applicable), in writing, of the outcome of the review.