

Research Participation Board Policy

Before posting anything on the Research Participation Board you must adhere to the following guidelines.

Prerequisites to posting on the Research Participation Board:

- 1) IRB approval
 - a. Please see the IRB webpage for information relating to this process at <http://www.suffolk.edu/research/17776.html>
- 2) Primary investigator as well as faculty sponsor and all research assistants (both graduate and undergraduate) must have completed the online Human Subjects Participant Protection Training Program. Instructions and a link to the course can be found here: <http://www.suffolk.edu/research/29917.html>
- 3) Contact Jessica Festa to obtain the Research Participation Board sign up sheet. It is preferable that you fill this out electronically for reasons explained further down on this sheet.
- 4) Full completion of the Research Participation Board Sign Up Sheet
 - a. *Inclusion/Exclusion Criteria* – Must be filled out. If there aren't any please write N/A. If there are, please fill out in clear terms. For example: academic status/year, relationship status, international student status, in/out, gender, age, etc.
 - b. *Name of Experiment/Study* – In no more than 7 words. Please be very clear – no technical terms. This will be matched to your IRB title for accuracy. For future instances titles must be consistent across all sign up sheets or they will not be posted.
 - c. *Investigator & Sponsor* – Your name and faculty research advisor, if applicable.
 - d. *Number of Credit Hours* – Time increment regarding length of time it will take participants to complete. Should only be listed as ½ hour, 1 hour, 1½ hour, or 2 hours.
 - e. *Location* – Please include building, floor, and room number. You must book a room with appropriate capacity with Jessica prior to the sign up sheet being hung on the board.
- 5) Once you have completed the Research Participation Board Sign Up Sheet you must submit it to Andrea Robinson and Jessica Festa for final approval. An IRB stamp and a departmental stamp of approval will be given to all sign up sheets prior to study start date. If you have submitted your sign up sheet electronically to Jessica this process will be expeditious. Any sign up sheet hung without a stamp of approval will be removed from the board immediately.
- 6) Please remember to check your sign up sheet frequently between the time it is posted and the time when your study takes places. It is essential that you monitor the number of participants and plan accordingly (room reservation capacity, photocopying resources, etc.)
- 7) Please remove your sign up sheet promptly either when you have enough participants signed up or after your study has been completed. If you have submitted your sign up sheet to Jessica electronically she can keep it on file for all subsequent instances of participant recruitment.

Please contact Jessica Festa with any questions at jfesta@suffolk.edu or (617) 573-8367.