External Requests to Recruit Suffolk University Students, Faculty or Staff as Research Subjects

Process for Reviewing External Recruitment Requests

Investigators external to Suffolk University who wish to conduct research using Suffolk University students, faculty or staff must receive prior approval through an institutional review board process, followed by Suffolk University’s review process governing external recruitment requests. External applications must be submitted to the Suffolk University Research Compliance Manager in the Office of Research and Sponsored Programs who will process for review by the IRB.

Submission Requirements

Investigators should submit the research protocol and documentation of IRB approval along with a letter on organizational letterhead that includes the following information:

* The rationale for your interest in having Suffolk University students, faculty or staff as participants
* A list of other institutions/organizations from which participants are being recruited
* Information regarding how results will be published, i.e. in segmented or aggregated form
* affirmation that the identity of Suffolk University not be linked to any study results

If posting of recruitment flyers at Suffolk University is requested, the flyer must bear the IRB approval stamp from the approving IRB, and if approved by Suffolk University, the flyer must also bear the IRB approval stamp from Suffolk University prior to being used to solicit Suffolk University participants.

Contact Information

For additional information or assistance, contact the Research Compliance Manager at 617-557-2006.