



IRB Guidance for Part-time or Volunteer Faculty Interested in Conducting Human Subject Research

Faculty who do not have a full time appointment at RFUMS with the title of Professor, Associate Professor, Assistant Professor or instructor, must first seek approval from the Executive Vice President of Research to serve as a PI on a human subject protocol. Please note that ***if you are affiliated with another institution that has an IRB***, you should apply to your home institution's IRB, rather than requesting permission from the RFUMS IRB. The [RFUMS IRB website](#) has guidance documents relevant to human subject research for new as well as seasoned investigators and should be consulted for more detailed information.

Do I need IRB approval?

Before requesting permission, it is worthwhile to consider whether your project actually requires IRB approval. Quality improvement/quality assurance projects can be conducted without IRB oversight if they do not meet the federal definition of human subject research. For more information on what constitutes human subject research, please see this form available on the IRB website: [Guidance on 'Not Human Research' Determinations and Application Form](#). The desire to publish or present does not mean that you are conducting human subject research according to the federal definition, though some journals do request a formal determination from the IRB.

Steps to request permission to serve as PI on an IRB submission:

- 1) Send your curriculum vitae (CV) emphasizing relevant research experience to irb@rosalindfranklin.edu to request permission to serve as a PI on human subject research.
- 2) In your email, provide a brief description of the research you intend to conduct.
- 3) Ensure that you have completed the [required CITI training](#), which you will need to complete prior to submitting an exempt, expedited or full board proposal.

****Note:** If you do not have relevant research experience, you will need a mentor to serve as PI on your project.

The Executive Vice President for Research and two additional IRB members will review your request and make a determination. If approved, a formal, written agreement will be created documenting the approval and your acknowledgement that you will abide by all RFUMS IRB rules and regulations for PIs.