



## **Guidelines for Recruiting Research Participants at FAU Schools**

Researchers wishing to recruit participants from the Florida Atlantic University Schools must abide by the following guidelines and coordinate such efforts through the following school contacts:

- Karen Slattery Early Education Center – Lydia Bartram, [lbartram@fau.edu](mailto:lbartram@fau.edu), (561) 297-0130
- A.D. Henderson University School (ADHUS) and FAU High School (FAUHS) – Dr. Tricia Meredith, [tmeredi1@fau.edu](mailto:tmeredi1@fau.edu), 561-297-4486.
- Pine Jog Environmental Educational Center – Anne Henderson, [ahender8@fau.edu](mailto:ahender8@fau.edu), (561) 686-6600 ext. 419
- Treasure Coast University Schools, Inc. – Joel Herbst, [jherbst1@fau.edu](mailto:jherbst1@fau.edu), 561-297-3977

Once a Principal Investigator and/or his/her student have developed a protocol and are ready to move forward, the following should occur.

The **Principal Investigator** initiates the process by setting up an initial meeting with the school contact to outline the project, to ascertain that the school perceives the project as compatible with its mission, and to ascertain that the school views the project as feasible. If the project involves a student, the responsible principal investigator (e.g. faculty advisor) is expected to accompany the student to this meeting, introduce the student and facilitate communication. At this meeting or shortly thereafter the investigator secures a preliminary commitment via e-mail from the school that it will allow the project contingent upon (a) satisfactory scientific review (to be certified later in the form of the principal investigator's department chair's signature on the Institutional Review Board [IRB] application), (b) written IRB approval, and (c) submission of ADHUS/FAUHS forms and agreements as applicable. The principal investigator then applies to the IRB and provides the preliminary commitment email from the school. When approval is granted, the principal investigator forwards the approval notice to the school, asks the school to provide a written letter of cooperation, and forwards that letter to the IRB (all before beginning work on the project). Once the study has all approvals in place and begins, it is still the responsibility of the faculty advisor to closely monitor the progress of the study and maintain communication with the school administrators.

The **IRB** fulfills its expected responsibilities. IRB approval indicates both (a) that the principal investigator's department chair has attested to the scientific merit of the study and (b) that the principal investigator has met the requirements of IRB review.

The **participating school** is responsible for (a) assessing the compatibility of the proposed project with its stated research mission and for (b) assessing the feasibility of the study (within the requested time frame, with the participation of the requested participants, etc.). Ordinarily, if a project has received IRB approval and is assessed by the school as compatible with its research mission and as feasible, the school will provide a letter of cooperation. Once the project has begun, if the school develops any unforeseeable concern(s) with the project (including human subjects concerns), it has the right to suspend the project, notifying both the investigator and the IRB.