

COMMUNITY ENGAGED RESEARCH (CEnR)

Process for Community Partners collaborating with Washington University Researchers

Process	Actions for Community Partners	Date Completed
Step 1 – Setting up the collaboration	If you are not already partnered with a WU researcher for a specific project, contact the Community Liaison Manager at: hilary.broughton@wustl.edu for support in identifying and developing a relationship with a community partner.	
Step 2 – Study design and Funding	Meet with WUSTL researcher to discuss study design and determine/apply for funding, if applicable. Determine if your institution or individuals will be engaged in members of the study team. Review the OHRP Guidance on Engagement of Institutions in Human Subjects Research .	
Step 3 – Apply to WU HRPO/IRB	HRPO (IRB) application may be accessed through myIRB using the WUSTL Key. The IRB application will be completed by WUSTL study team members. Community members who will be engaged study team members will need to request a Limited Access ID in myIRB. Contact HRPO Help Services SWAT! services for more information.	
Step 4 - Assurance Needs	Based on the IRB submission, HRPO will determine which agreements and/ or assurance(s) is/are needed.	
Step 5 – Guidance and Forms for Assurances	Refer to <i>OHRP Guidance on Engagement of Institutions in Human Subjects Research</i> : http://www.hhs.gov/ohrp/regulations-and-policy/guidance/guidance-on-engagement-ofinstitutions/index.html Forms and instructions for the Federal Wide Assurance may be accessed at http://www.hhs.gov/ohrp/regulations-and-policy/guidance/faq/assurance-process/index.html For assistance, contact HRPO Help Services SWAT! services and ask to speak to the CEnR (community engaged) research support staff person.	
Step 6 – Human Subjects Education	All engaged community partners must complete human subjects education prior to IRB approval. Please see the Community Partner Manual For questions, contact HRPO Help Services SWAT! services and ask to speak to the CEnR (community engaged) research support staff person.	

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Step 7 – Complete human subjects education	Keep a copy of the completion for your records. Give a copy of your completion record to the WUSTL study personnel for inclusion with the IRB application.	
Step 8 – Confirm study approval	IRB approval is granted when: ○ All engaged community partners have completed necessary human subjects training ○ All FWA, IRB Authorization Agreements and/ or Individual Investigator Agreements are signed by the community partner and Washington University so that WU will provide oversight for community based research studies done in collaboration with WU researchers. ○ All contingencies regarding the study have been resolved.	
Step 9 – WU HRPO/IRB approval	Do not begin any research activity without HRPO/IRB approval documentation. Check with the WUSTL researcher who will receive final study approval notices from HRPO.	

Version 13 - Clean