

COMMUNITY ENGAGED RESEARCH (CEnR)
Application Process for WU Researchers collaborating with Community Partners

Process	Actions for Washington University Researchers	Date Completed
Step 1 – Setting up the research collaboration	If you are not already partnered with a Community Based Organization (CBO) 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	<p>Consider ICTS resources and services at http://icts.wustl.edu</p> <p>For assistance, contact the Center for Community Based Research (CCBR) at 314-531-3034 and/or Volunteer for Health.</p> <p>Review the White Paper of conference proceedings from the St. Louis OHRP National Research Forum and Community-Engaged Research Conference, held at Washington University.</p> <p>Determine if your community partners will or will not be engaged members of your study team. See the OHRP Guidance on Engagement of Institutions in Human Subjects Research.</p>	
Step 3 – Funding	<p>Funding Resources: WU Identify Funding website at http://research.wustl.edu/PGC/Funding/Pages/Funding.aspx</p> <p>Note: A conflict of interest form must be completed by all key personnel involved in the project, including community partners.</p>	
Step 4 – Funding Documents: Letter of Intent, Memorandum of Understanding & Subaward or subcontract	Depending in the specific funding source and mechanism, one or more of the following research administrative documents may need to be processed through the WU Office of Sponsored Research Services (OSRS): Letter of Intent (LOI), Memorandum of Understanding (MOU), and Subaward or Subcontract.	

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<p>Step 5 – Planning for WUHRPO/IRB Application</p>	<p>Contact HRPO Help Services SWAT! services and ask to speak to the CEnR (community engaged) research support staff person.</p> <p>HRPO will schedule a meeting to discuss:</p> <ul style="list-style-type: none"> • Application process • Types of Assurances that may be needed • Scope of research activities and engagement of community partners in those activities • Human subjects education training that may be needed and options for community partners • Responsibility of the WU PI and Community Partner 	
<p>Step 6 – Submit to WUHRPO/IRB</p>	<p>Using your WUSTL key, access myIRB at https://myirb.wusm.wustl.edu/ .</p> <p>For questions concerning access, contact contact HRPO Help Services SWAT! services and ask to speak to .the myIRB System Specialists.</p>	
<p>Step 7 - Assurance Needs</p>	<p>Based on the IRB submission, HRPO will determine which agreements and/ or assurance(s) is/are needed.</p>	
<p>Step 8 – Guidance and Forms for Assurances</p>	<p>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</p> <p>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</p> <p>For assistance, contact contact HRPO Help Services SWAT! services and ask to speak to the CEnR (community engaged) research support staff person.</p>	
<p>Step 9 - HIPAA training</p>	<p>If protected health information will be created, used, shared or access by community partners, HIPAA training is needed. Contact your department HIPAA liaison.</p>	

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Step 10 - Human Subjects Education	All engaged community partners in addition to other research personnel engaged in the research must complete human subjects education prior to IRB approval.	
Step 11 – Determine human subjects education and determine mode of educational delivery	Refer to the Community Partner Manual for trainer and training information. Contact HRPO Help Services SWAT! services and ask to speak to the CEnR (community engaged) research support staff person..	
Step 12 – Confirm study approval	<p>IRB approval is granted when:</p> <ul style="list-style-type: none"> • All engaged community partners have completed necessary human subjects training • All Federalwide Assurance (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 13 – HRPO/IRB approval	Do not begin any research activity without HRPO/IRB approval documentation. WU researcher will receive all final study approval notices from HRPO.	