**External Researchers Seeking to Conduct Research among Tech Students, Staff, and/or Faculty:**

Approval to solicit involvement of Tennessee Tech University (TTU) students, staff, and/or faculty in research conducted by external researchers must be obtained from the TTU IRB prior to recruitment. Approval decisions are made on a case-by-case basis, but the researcher MUST provide a compelling justification for using TTU students, staff, and/or faculty as study participants and/or demonstrate some direct benefit to the campus community. In order for the TTU IRB to consider such a request, the external researchers must (a) have IRB approval for the study from their home institution, (b) have a Faculty Supervisor at TTU, (c) complete a TTU IRB application, (d) complete this External Researcher Authorization Agreement, and (e) submit the approved IRB application from their home institution.

The Faculty Supervisor must be an employee at TTU with appropriate education, training, and experience to be able to oversee a research project of the type being requested, and she or he must be willing to take full internal accountability for the research including assisting the researcher in following all of the TTU guidelines and regulations. The Faculty Supervisor must have completed the CITI training for PIs/Co-PIs.

**I. External Researcher(s) Information:**

a. Name of Research Project:

b. Principal Investigator:

c. PI’s Institution:

d. TTU Faculty Supervisor:

Department/Unit at TTU:

TTU Email:      @tntech.edu

e. Co-Investigators:

1.       Inst.       Student: Yes  No

2.       Inst.       Student: Yes  No

3.       Inst.       Student: Yes  No

4.       Inst.       Student: Yes  No

5.       Inst.       Student: Yes  No

6.       Inst.       Student: Yes  No

f. Institution from which IRB approval was received:

IRB Registration #:

Federalwide Assurance (FWA)#, if any:

g. Sponsor or Funding Agency:       Award Number, if any:

**II. TTU Human Subjects:**

*Provide the requested information below with as much detail as possible. Although this information might also be described in the TTU IRB application documents, it must also be addressed here.*

a. Describe the ***specific*** characteristics of the sample of TTU students, staff, and/or faculty sought for the study:

b. ***Specifically*** describe how TTU subjects will be used in the study:

c. ***Specifically*** describe how TTU subjects will be recruited for the study:

d. ***Specific*** end date for the research involving TTU subjects:

**III. Certification**

The Official from the PI’s home institution signing below acknowledges that the protocol listed under Section I.f. above has been reviewed and approved by your IRB and agrees that TTU may rely on your IRB for review and continuing oversight of the human subjects described in the approved application listed under Section I.f. above. The IRB at your institution will follow written procedures for reporting findings and actions to appropriate officials TTU.

This signed document must be added to the approved IRB application at the PI’s home institution and submitted with the TTU IRB application, and it must be provided to OHRP upon request.

PI’s Signature:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_

Print Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institutional Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Signatory Official at PI’s Home Institution:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_

Print Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institutional Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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To be signed by the TTU IRB Chairperson once the TTU IRB Application for the External Researcher(s) has been approved.

This document serves as a “Letter of Permission” to conduct the research as outlined within the approved TTU IRB application.

Signature of TTU IRB Chairperson:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_

Print Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***\* Once this form has all of the required signatures, the PI must submit it to the IRB at the home institution to be filed with the original approved IRB application.***