

Requesting Permission to Solicit Research Participation on Campus Electronically

While access to e-mail distribution lists of students, faculty, and staff is restricted to official college-wide business and requires the permission of a Vice President, the College will facilitate scholarly research and permits solicitation of research participation with appropriate permissions. It is particularly important to assist scholarly research by faculty and staff members of the College when feasible. Research by colleagues at other institutions will be considered on a case-by-case basis, provided the research has been reviewed by the Institutional Review Board of the colleague's home institution. All research conducted at SUNY Potsdam is subject to review by the College's IRB after permission to solicit research participation has been granted by the Provost and Vice President for Academic Affairs.

Before a proposal is submitted for review by the Provost, the Principal Investigators must meet with the staff of the Office of Institutional Research. IR staff will discuss and approve features of the research relevant to the participation solicitation, including, but not limited to:

- Purpose of the study

- Timing of the solicitation

- Number of solicitations

- Population to be sampled

- Appropriate sample size

- Other characteristics of the study which may affect participation

IR staff may consult with other faculty or staff members as needed. Once the IR Office has approved these arrangements, the Provost will review them and must grant final approval for the proposal to be submitted to IRB review. Approval of the IRB and the Institutional Official will be required before e-mail solicitation will be arranged by the staff of the IR office.

Policy Adopted 8 July 2010