

All research activities at the IWB must be approved by the IWB Director and relevant Program Directors. The purpose of the review process is to help us understand your logistical needs so your research can proceed smoothly in our facility. We ask for a copy of your IRB application because it likely contains most of the information we need. This is not a “second IRB review,” the IRB document simply helps us understand your project and its logistics.

SUBMITTING AN APPLICATION

An *IWB Research Project Application* form must be submitted electronically to the IWB Director with supporting documents. **All documents need to be submitted as an email attachment in either MS Word or PDF format.** Please submit electronic copies of the following documents:

- **IWB Research Project Application Form:** Attach an electronic copy.
- **IRB Application:** Attach an electronic copy. If the IRB application has not been submitted, faculty are welcome to contact the IWB Director to discuss research plans and have any questions answered. Approval for the project will not be granted until the application is received.
- **IRB Approval Letter:** Attach an electronic copy. If IRB approval has not been obtained, you can submit it at a later date. Projects can be approved to move forward by the IWB without this document, but projects cannot begin until it is submitted to the IWB Director.
- **Participant Recruiting Materials:** If IWB community members will be recruited as research participants, please include copies of recruiting materials with your application (see that section of our guidelines for more information). If you are recruiting participants elsewhere and using the IWB to meet them for data collection, we don't need to review your recruiting materials.

REVIEW PROCESS

The IWB Director will initially review the application. If the application is incomplete or not clear, the Director may request additional information. Once the application is considered complete it will be sent to the relevant Program Director(s) and the IWB Health Care Administrative Manager. If one of those persons is not available, the IWB Director will find a replacement for the review. We will try to provide a decision within one week of submitting a complete application.

Research that involves highly specialized medical equipment or invasive procedures (i.e., DexaScan, Vestibular, blood draws), may require inviting additional faculty or staff with expertise in the area to the review process. If concerns are noted, the IWB Director will ask the applicant for additional information or clarification, or may request a face to face meeting with the committee.

CRIMINAL BACKGROUND CHECKS

All faculty, staff, and students involved in programs or research at the IWB must pass the Towson University Criminal Background Check (CBC). Criminal background checks completed through other organizations are not acceptable. If you or your students have not previously completed this process, follow the instructions in our research guidelines. CBCs can be completed before the research project is approved. Because of delays in scheduling CBC appointments at certain times of the year, researchers are encouraged to get these completed well in advance of the research project start date.



Institute for Well-Being

Guidelines for Research

The Institute for Well-Being (IWB) at Towson University welcomes faculty and students who want to conduct research in our community outreach facility. Our goal is to support your research project while insuring that we are following federal law and best practices to insure the privacy and well-being of community members who attend the IWB. This document describes procedures and guidelines for conducting research at the IWB. If you have questions about the Guidelines, application process, or research logistics, please contact the IWB Director, currently Dr. Sharon Glennen at sglennen@towson.edu or 410-704-3097.

The IWB has a number of community members coming for service programs, including children and adults with disabilities. Our building is also off-campus. Therefore procedures for research, building access, facility issues and emergencies are different than procedures on campus. The IWB Business Office is only open between 7:30 a.m.-6:00 p.m. Monday to Thursday and 7:30 a.m.-4:00 p.m. Friday. During the summer, the Business Office closes at 4:30 p.m. daily. **We strongly urge that all research activities occur during Business Office hours.** Please review these guidelines ahead of time.

CRIMINAL BACKGROUND CHECKS

All faculty, staff, and students conducting research at the IWB must complete a Towson University Criminal Background Check (CBC) before research begins. CBCs completed at other facilities or using different procedures are not acceptable. CBCs are free of charge to Towson University employees and students.

Faculty, staff, and students already working at the IWB should have completed this process. The IWB Business Office keeps CBC records and can inform you about who does, or does not have a completed CBC. Contact 410-704-3700 and ask to speak to the CBC coordinator. If a CBC is needed, send the CBC Coordinator a list of employee or student names, email contact information, and TU employee or student numbers. Instructions for the CBC will be emailed to those persons. Towson University is often back-logged on CBC appointments, especially at the beginning of the fall and spring semester, therefore you are urged to start the CBC process while your application materials are under review. Once a CBC is "passed," it remains under active review until the student graduates, or faculty/staff member leave employment. It does not need to be repeated in future semesters.

RESEARCH OVERSIGHT

All student research must have the oversight of a faculty member, or professional staff with appropriate licensure, or certification, or training, or experience in the area of interest. Faculty or staff must provide line of sight supervision for the first 3 participant/data collection sessions. After that, if the research involves adult participants with normal cognitive abilities and no significant medical conditions, students can continue to collect data without direct faculty oversight. The faculty/staff person can sign off that the student is able to collect data independently (see form at end of this document).

If the research involves children under age 18, or adult participants with cognitive or behavioral disabilities, or adult participants with significant medical conditions, then faculty/staff oversight is required at all times. Faculty or staff must provide line of sight supervision for the first 3

participant/data collection sessions. After that, the faculty or staff must be available in the building in case questions or issues arise. Students must know where that person is located and how to reach them if needed. As part of the research project approval process, you need to tell us who that person(s) will be.

If students are collecting participant data, a minimum of two persons must be present and in line of sight of the participant at every data collection session. Two students can collect data together. Students cannot bring relatives, friends, or other non-Towson affiliated persons to provide this oversight. Faculty who collect participant data are also encouraged, but not required, to use the “two person” guideline.

PARTICIPANT RECRUITMENT

Any participant recruiting that takes place at the IWB or with IWB clients must be outlined in the application process and approved ahead of time. If you are not recruiting participants through the IWB and simply using it as a location for your project, please ignore this section.

- If **medical records** will be reviewed to locate participants or mine data, the involved faculty and students must demonstrate that they are aware of HIPAA regulations regarding patient confidentiality. We will provide a quick review of HIPAA regulations and have faculty and students sign a form indicating that they will abide by them. The forms will be kept on file with the IWB Research application.
- If **posters, emails or fliers** need to be distributed at the IWB to recruit participants, they must be pre-approved as part of the application process. Posters, emails and fliers need to include the following information: Project name, Project Dates, Target Audience/Participants, Description of what the participant will do, Sponsoring Department, Sponsoring Faculty member, Contact name with phone number and email address. Any posters, fliers, or emails that are not pre-approved will be removed from the IWB. Because of HIPAA regulations, email addresses or other participant contact information will not be released to researchers or students. We will use our existing contacts to send out any recruitment information for you.
- We will try to post your fliers or send out emails in a timely manner. Please give us at least one week to complete the task.

SCHEDULING PARTICIPANTS

The second floor Business Office needs to be notified when participants are scheduled for research projects at the IWB. Email the Health Care Administrative Manager, Carol Gebhardt (cgebhart@towson.edu, 410-704-3700), the following information at least 2 Business Days in advance of any scheduled research session:

1. Project Name
2. Name of Faculty/Staff who will be on site providing oversight for data collection, and their phone and email contact information.
3. Participants Names and scheduled arrival times
4. Indicate if participants are TU students or from the community
5. Indicate if participants will be parking at the IWB for their appointments

If the participants are TU students, parking is not provided at the IWB. If the participants are from the Community, the Health Care Administrative Manager can provide parking codes and instructions for you to send to your participants.

PARTICIPANT CHECK-IN

All participants should be directed to check in at the Second Floor Business Office, Room 200. Meet them there and escort them to the assigned research space. The exception is research taking place in the Wellness Center. Those participants should be directed there.

Realize that Business Office staff are primarily focused on appointments for clients arriving for our community outreach programs. You can provide the general IWB phone number (410-704-7300) on forms that include directions to the IWB or IWB parking information. Our staff will be happy to assist your participants in getting to the building. You are responsible for scheduling your participants, escorting them through the building, and supplying all necessary materials.

BUILDING HOURS, SECURITY AND EMERGENCIES

The IWB Business Office is only open between 7:30 a.m.-6:00 p.m. Monday to Thursday and 7:30 a.m.-4:00 p.m. Friday. During the summer, the Business Office closes at 4:30 p.m. daily. **We strongly urge that all research activities occur during Business Office hours.** Assistance with facility issues (opening locked doors, parking, elevator access), is not available after the Business Office closes and there is no facility staff available for assistance.

The IWB building remains open between 7:30 a.m. and 8:00 p.m. Monday to Friday for those who have key access. The Wellness Center also operates on Saturdays from 8:00 a.m. to 1:00 p.m. All research activities must end by 8:00 p.m. Monday to Friday, or by 1:00 p.m. on Saturday. The elevators stop running shortly afterward.

For security reasons, double doors from the elevator lobby cannot be propped open or left unlocked at any time.

The IWB is not located on campus, therefore Towson University emergency procedures do not apply. A full review of emergency procedures is available in the IWB Policies & Procedures Manual. In a true emergency, call 911. Realize that if the emergency occurs after business hours, emergency personnel will have difficulty gaining access to the building.

SPACE AND ROOMS

If your application is approved, you will be assigned specific locations for conducting your research project. Unless exceptions are arranged ahead of time, you will be expected to remove all materials at the end of each research session. If you need additional space, do not assume that empty rooms are 'available.' Check with the Health Care Program Administrator in the Second Floor Business Office if additional space is needed. Storage space at the IWB is at a premium. We are unable to allocate space to store research equipment at this time.

PARKING AND KEYS

Keys: Faculty, staff, and sometimes students, conducting research at the IWB can receive a "swipe card" that will allow them access to the parking garage and certain floors of the building. Keys can also be issued if needed but only to faculty or staff. Once a project is approved, instructions for getting swipe cards and keys will be provided.

Parking: Participants who are coming from the community can receive a “parking code” that will let them into the parking garage on a specific day. Contact the IWB Business Office at least one week in advance to get parking codes for participants. The business office can also provide copies of forms with directions to the building and parking information. All parking spaces are located in the G2-3 garage which is below the building to the right of the main entrance. All available parking spaces are labeled “Towson University” and located on level G-3. Students who are conducting or participating in research cannot park in the IWB parking garage.

COPIES

If you want to make copies using one of our copiers, please provide Carol Gebhardt with your Copy Code number at least one week ahead of time. She can arrange to have it programmed into our copiers.

Additional information about other Policies and Procedures at the IWB can be found in the IWB Policies & Procedures Manual.