

Towson University, Institute for Well-Being

Research Application & Review Process

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 Assistant Director. 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). Towson University uses Absolute Investigative Services (AIS) located at 604 E. Joppa Rd, Towson MD for processing CBC's. 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 ensuring that we are following federal law and best practices to ensure 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 Carol Gebhardt, at cgebhardt@towson.edu or 410-704-3097.

The IWB has a number of community members coming for service programs, including children and adults with disabilities. Procedures for research, building access, facility issues and emergencies at the IWB locations may vary than procedures for other campus facilities. The IWB Business Office is open for support between 7:30 am-6:00 pm Monday thru Thursday and 7:30 am – 5:00 pm Friday. When clinic is not in session, the IWB Business Office closes at 5:00 pm 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 initiated 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 on file. Contact 410-704-7300 and ask to speak to the Assistant Director. If a CBC is needed, send the Assistant Director a list of employee or student names, email contact information, and TU employee or student ID numbers. Instructions for the CBC will be emailed to those persons. Towson University is contracted with Absolute Investigative Services (AIS) to perform the CBC's. Due to heavy volume, 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. CBC status is reviewed each semester and individuals will be notified if it needs to be repeated.

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. If students are collecting data, 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 as long as a designated faculty member or other professional staff with appropriate licensure/certification is available in the building. Faculty engaged in collecting 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 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 to 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 in a timely manner. Please give us at least one week to complete the task.

SCHEDULING PARTICIPANTS

The IWB Business Office needs to be notified when participants are scheduled for research projects at the IWB. Email the Assistant Director, Matthew Draayer (mdraayer@towson.edu, 410-704-7300), the following instructions at least 2 business days in advance of any scheduled research sessions:

1. Project Name
2. IWB location for Research (7400 York Rd or Administration Building)
3. Name of Faculty/Staff who will be on site providing oversight for data collection, and their phone number and email contact information.
4. Participant Names and scheduled arrival times.
5. Indicate if participants are TU students or from the community
6. Indicate if participants will be parking at the IWB for their appointments.
7. If participants are parking, provide license plate number and state.

If participants are TU students, parking is not provided at the IWB. If the participants are from the Community provide the Assistant Director with car license plate number and state for parking registration. The Assistant Director can provide directions and parking instructions for you to send to your participants. You will be notified if there will be a parking charge for your participants.

PARTICIPANT CHECK-IN

All participants should be directed to sign-in at the reception desk in the main lobby upon arrival. Meet them there and escort them to the assigned research space.

Realize that the IWB 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 open between 7:30 am-6:00 pm Monday thru Thursday and 7:30 am – 5:00 pm Friday. When clinic is not in session, the IWB Business Office closes at 5:00 pm daily. **We strongly urge that all research activities occur during Business Office hours.** On site assistance with facility issues after hours is not available after the Business Office closes.

The IWB building remains open from 7:30am - 8:00 pm, Monday thru Thursday and until 5:00pm on

Fridays for those who have swipe access. All research activities must end by 8:00 pm Monday to Thursday and by 5 pm on Fridays. Fridays may vary depending on programming, please check with the Assistant Director for Friday hours if needed.

The IWB is considered an on-campus building, therefore Towson University emergency procedures apply when at our IWB locations. A full review of emergency procedures is available in the IWB Policies and Procedures Manual. In a true emergency, call TUPD at 410-704-4444.

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 IWB Director if additional space is needed. Storage space at the IWB is at a premium. Please check if equipment can remain at the IWB for the duration of your project.

PARKING AND KEYS

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

Parking: Participants who are coming from the community can receive parking permissions that will let them park in "IWB Parking Permit Required" spaces on a specific day. Contact the IWB Business Office at least one week in advance to get parking for participants and provide the following information:

- Participant Name
- Date of Appointment
- Start & End Time of Appointment
- License Plate Number
- License Plate State

The IWB Business Office can also provide copies of forms with directions to the building and parking information. All parking spaces are located in the parking lot adjacent to the entrance to the building at the 7400 York Road location. Parking spaces are located by the 2nd floor entrance to the Hearing & Balance Center suite at the Administration Building. Faculty/Staff should park in TU Faculty/Staff designated spaces as permitted by their employee parking agreement. Students who are conducting or participating in research cannot park at the IWB and should use student parking on campus. The TU Lake Walker shuttle has a stop on York Rd. and Stevenson Rd. near 7400. The Glen garage provides easy access to the Administration Building and is a short walk to 7400 York Rd.

COPIES

If you want to make copies using one of our copiers, please provide Matthew Draayer with your copy code number at least one week ahead of time. He can arrange to have it programmed into our copiers.

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

Institute for Well-Being

Student Research

Independent Data Collection Approval

Title of Project: _____

_____ is a Towson University student conducting a research project at the Institute for Well-Being under my supervision. The participants in this study are adults without significant medical conditions, and without cognitive disabilities. I observed the student across three data collection sessions and feel they are able to independently collect data without my line of sight supervision. The student has been told that they need to have someone within line of sight during data collection sessions and has been told the procedures to follow when arranging data collection sessions at the Institute for Well-Being. The student has been given a copy of the IWB Research Policy and Procedure Guidelines and they were reviewed with me.

Printed Name of Faculty Advisor

Signature of Faculty Advisor/Date

I am conducting a research project at the Institute for Well-Being. My research supervisor observed my first three data collection sessions. I will independently collect data in future sessions. I have been provided with a copy of the IWB Research Policy and Procedure Guidelines and agree to follow all procedures. I understand that I am allowed to collect data without faculty or staff supervision, but do need to have someone available within line of sight during data collection sessions. That person needs to be a TU student or employee.

Printed Name of Student

Signature of Student/Date

Submit the signed form to the Director of the Institute for Well-Being