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Guidelines on Site Permissions

These guidelines cover instances when a Chapman researcher collects data, recruits participants, or conducts the study in a way that uses other organization's resources (e.g., access to subjects, email lists, facilities to conduct the study, etc.). Site permissions apply only when such organizations are *not engaged in that research project*, otherwise IRB approval from such organization is needed instead of site permission.

Generally site permission applies when recruiting participants from a site, using a site's non-publicly available data, or conducting other study related activities with that site.

An example of a situation when site permission is generally required is whenever the researcher approaches a department/office/employees for external organizations, to seek assistance in distributing recruitment materials to members of their organization (e.g., 25-208, 24-108).

Examples of external sites where permission may be needed include, but are not limited to:

- Schools/educational departments/other universities
- Medical offices or clinics
- Private companies, Non-Profits, or Non-Government Organizations
- Religious institutions
- Federal, state, or local governance institutions or offices

How to provide site permission letters

Ideally, all sites should be listed in Cayuse and site permission letters will need to be submitted to the IRB as part of the initial/modification application. However, if the list of sites is extensive or evolving, it is permissible to not list in Cayuse specific names of sites and instead provide a general description of the sites (e.g., "four-year colleges in the US") including any characteristics that are relevant to the IRB's evaluation of the application (e.g., involvement of vulnerable populations, international sites etc.). In this case, site permission letters can be added to the study on a rolling basis after the initial/modification application has been approved. Research activities on each site can only be carried out after the site permission for that site has been submitted to the IRB.

Where to obtain the site permission from

Site permission letters should come from an individual specified by the external institution's local policy. Such individual is in a position of authority to provide permission for using that site, or data, at the requested level of access. For example, when recruiting from another university, this usually would be that institution's IRB or office or research.

The Chapman research team has the responsibility to comply with each external site's local policy (e.g., site permission letter). If local policy does not require any site permission letter to be issued or no local policy is in place, the Chapman researcher will so state in his/her/their application in Cayuse.

In instances when a non-Chapman researcher intends to use Chapman resources (e.g., staff/students, facilities) to recruit or conduct his/her/their research, site permission must be obtained from Chapman's Office of Research.

<u>What should a site permission letter include</u>

Please see a template for a site permission on the CU IRB website. Researchers are not required to use this particular template but can use it for reference.

<u>Procedures involving individuals from other organizations that do not require site permission letters</u>

Site permission <u>is not</u> required when publicly available contact information (e.g., external organization's website) will be used to reach out directly to prospective participants outside of Chapman. However, the researcher cannot request these external contacts to recruit others from that organization to participate in the study without permission letters.

Permission is not required either when a privately owned space is used by Chapman researchers within the non-research commercial/intended use of the space (e.g., conduct an interview over coffee at a Starbucks).

Revision history:

Date	Highlight of changes
08Dec2025	Initial