

Requests to Invite Saint Leo University Employees to be Participants in a Research Study

Please note that requests to utilize Saint Leo University Staff and/or Faculty for a research study require two reviews by Academic Affairs in the IRB process. The first review occurs as the initial step and the second occurs in the final step of the review process.

The University, like all other organizations, reserves the right to refuse research proposals which may interfere with their own internal evaluations, strategic goals, and workload of employees. Researchers will need to describe compelling reasons why Saint Leo University employees are needed for their study.

If you wish to proceed, please follow the directions carefully. The IRB will not review applications that are not complete or do not have the appropriate documentation.

Process

1. If you wish to request permission to invite Saint Leo University staff and/or faculty to be part of a research study. Complete the following [form](#) and submit it to academic.affairs@saintleo.edu
2. You will receive a response on the form indicating if you have been granted permission or denied permission.
3. If you are denied permission, you may not submit an IRB application or conduct your study.
4. If you are granted permission, you will include the signed form in your full IRB application with all of the other required documentation and submit to IRB@saintleo.edu
5. If your application is approved by the IRB, it will then be sent by the IRB to Academic Affairs for a final review before your study may begin. Please refrain from contacting the Academic Affairs office on this issue. The IRB is responsible for communicating with the Academic Affairs office.