

IRB Policy 28: Community Outreach

Revision Date: February 16, 2008, revised January 27, 2011, revised February 9, 2015, revised October 15, 2015

I. Definitions

- A. Outreach:** A systematic attempt to provide services beyond conventional limits, as to particular segments of a community.
- B. community:** A group of people living in the same locality and under the same government. A group of people having common interests. Society as a whole; the public. A group of people living and interacting with one another in a specific region under relatively similar environmental conditions.

II. Summary Policy

It is the policy of both the ETSU IRB and the ETSU/VA IRB to establish policies for addressing the following:

- how the community will be educated on what is research,
- why is research important,
- who becomes a participant and a researcher,
- procedures of how to conduct research,
- what role the IRB plays,
- what the participant's right are

This includes, but not limited to,

- prospective subjects
- prospective researchers
- human subjects involved in research
- researchers involved in research
- public

III. Contact number

The IRB will provide a contact number to each participant consented to participate in research in which the ETSU IRB or ETSU/VA IRB has jurisdiction. The number should appear on every informed consent document following a statement about whom the participant may contact regarding questions or for additional information concerning his/her rights as a research participant.

IV. Mechanism to Receive Complaints

The IRB will maintain a mechanism to receive complaints from participants or others in a confidential manner. The following are ways that participants can issue complaints, comments or suggestion to the IRB:

- For urgent complaints, participants can call the IRB Office at (423) 439-6053.
- For non-urgent complaints, comments or suggestions, the participants can email the IRB from the Contact Link located online at www.etsu.edu or they can call the IRB Office at (423) 439-6053

All non- anonymous complaints, whether they are urgent or not, will be responded to in writing. (See Complaint policy)

V. Brochures

1. A participant brochure entitled, “ Becoming a Research Volunteer: It’s Your Decision will be available to view online at <http://www.hhs.gov/ohrp/outreach/documents/Brochure.htm>. A link is available on line at the IRB website, www.etsu.edu/irb. If you wish to obtain a paper copy, please call the IRB Office at (423) 439-6053.

2. A participant brochure for participants in behavioral and social science research entitled “Why Should I Participate in Research? Things I Need to Know” will to available to view on-line at www.etsu.edu/irb.

VI. Resources

The IRB will make available website links of other resources to view, including:

1. St. Jude’s
2. Veteran’s Affairs Medical Center (VAMC)
3. Mountain States Health Alliance (MSHA)
4. Centerwatch

VII. Community Outreach Program Evaluation

The outreach activities program is evaluated annually by the IRB Performance Group. The goal of this outreach program is to enhance understanding of human research by participants, prospective participants, and the community. Changes will be made as appropriate to ensure that this goal is reached.

References:

Complaint policy

Informed Consent Document Policy

IRB website: www.etsu.edu/irb