Policy Title: Off-Campus Research Policy

Policy & Procedure Statement:

This policy establishes that ICOM faculty may be away from the ICOM campus to pursue a research program for the research allocation specified in the employment contract, subject to the adequate performance of other academic duties.

Off-campus research is defined as research conducted at a location that is external from the ICOM campus. These research projects may include, but are not limited to field research; laboratory research at universities, colleges, and other agencies; inter-institutional collaborative meetings; and preparation of research for presentation, publication, or other dissemination. An off-campus site may be domestic or international and may or may not have its own IRB.

Off-campus research may involve more than one institutional review board responsible for research oversight. If the off-campus research site has its own IRB, the research may either be reviewed by that institution or a memo of understanding agreement may be established between ICOM’s IRB and the off-campus site’s IRB. In addition, the investigator is responsible for ensuring that the off-campus site’s IRB approval is current for the duration of that site’s involvement. If the off-campus research location does not have its own IRB, ICOM’s IRB may serve as the IRB for the off-campus research.

In all cases, ICOM will establish and enact additional procedures to define the responsibilities of the researcher, each relevant IRB, coordinate communication among the responsible IRB(s), and manage information obtained at the off-campus research site to ensure protection of human subjects. In addition specific sponsors may have additional operational and review requirements. Research procedures should not be initiated at an off-campus site location prior to ICOM’s IRB’s review of the appropriate documentation for that site.
It should be noted that this provision for off-campus research time is intended to define the usual procedures and maximum time that may be devoted to off-campus research time during each academic year, and should neither be construed as a minimum nor an entitlement. Exceptions to this must be requested in advance. Off-campus research will not be granted unless satisfactory arrangements are made in advance to:

1. carry on the instruction, research, and administrative duties of the faculty member;
2. fulfill obligations to committee assignments; and
3. fulfill obligations to patient care, if relevant.

Authorization for off-campus research must be approved by the faculty member’s supervisor. Time spent away from the campus cannot exceed the faculty member’s allocation for research. Off-campus research time must be noted on faculty calendars.

Approved by:

[Signature]

CAO/Dean

7/24/19

Date