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|  | **Guidance for External Researchers Recruiting Research Participants at FAU** |

External researchers who are not affiliated with FAU but wish to recruit FAU students, staff, or faculty to participate in a research study are required to obtain approval for such a collaboration from the appropriate FAU authority (college, department or office).

Unless an FAU affiliate (faculty, staff, student, etc) is engaged in the research, the FAU IRB does not require review of external researcher projects for the purposes of recruitment.

**Procedure:**

1. External researchers must secure IRB approval from their own institution.
2. External researchers should contact the respective department, college or office to obtain approval for the collaboration.
3. Provide the respective FAU department, college or office with their institution’s IRB approval letter.
4. External researchers should obtain an email or letter of support from the respective FAU department, college or office.
5. FAU’s IRB recommends that external researchers provide their IRB of record with a copy of this letter of collaboration where FAU has agreed to be a recruitment site.
6. Departments, colleges and offices may decide to participate or not on their own accord. They may request additional permission be sought from upper university administration.
7. Please contact Research Integrity at [researchintegrity@fau.edu](mailto:researchintegrity@fau.edu) or any member of the office if you have additional questions.