COMMUNITY ENGAGED RESEARCH (CEnR)  
Application Process for WU Researchers collaborating with Community Partners

<table>
<thead>
<tr>
<th>Process</th>
<th>Actions for Washington University Researchers</th>
<th>Date Completed</th>
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<tbody>
<tr>
<td>Step 1 – Setting up the research collaboration</td>
<td>If you are not already partnered with a Community Based Organization (CBO) researcher for a specific project, contact the WU Institute of Clinical &amp; Translational Sciences’ (ICTS) Research Navigator for assistance at 314-362-9829. General ICTS information can be found at <a href="http://icts.wustl.edu">http://icts.wustl.edu</a>.</td>
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| Step 2 – Study Design | Consider ICTS cores and services at [http://icts.wustl.edu](http://icts.wustl.edu) or contact specific ICTS resources for assistance:  
  - ICTS Research Navigator at 314-362-9829.  
  - ICTS Research Design & Biostatistics Group – [rt-rdbg@rt.biostat.wustl.edu](mailto:rt-rdbg@rt.biostat.wustl.edu) or 314-362-2271.  
  - ICTS Center for Clinical Research Ethics – [ccre@dom.wustl.edu](mailto:ccre@dom.wustl.edu) or 314-362-1160  
  - Participant Recruitment:  
    - ICTS Center for Community Based Research 314-531-3034 and/or ICTS Recruitment Enhancement Core at reg_spt_center@wusm.wustl.edu or 314-362-1000. (See Research Participant Registry at [http://vfh.wustl.edu](http://vfh.wustl.edu)) | |
| Step 3 – Funding | Funding Resources:  
WU Identify Funding website at [http://research.wustl.edu/PGC/Funding/Pages/Funding.aspx](http://research.wustl.edu/PGC/Funding/Pages/Funding.aspx)  
Note: A conflict of interest form must be completed by all key personnel involved in the project, including community partners. | |
| Step 4 – Funding Documents: Letter of Intent, Memorandum of Understanding & Subaward or subcontract | Depending on the specific funding source and mechanism, one or more of the following research administrative documents may need to be processed through the WU Office of Sponsored Research Services (OSRS): Letter of Intent (LOI), Memorandum of Understanding (MOU), and Subaward or Subcontract. For an explanation of each go to Getting Started, 2 Funding at [http://hrpo.wustl.edu/research-toolkit/cenr/getting-started/](http://hrpo.wustl.edu/research-toolkit/cenr/getting-started/) | |
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| Step 5 – Planning for WUHRPO/IRB Application | Contact Sarah Fowler-Dixon, PhD, CIP at 314-747-6861 or sfowler-dixon@wustl.edu. | HRPO will schedule a meeting to discuss:  
- Application process  
- Types of Assurances that may be needed  
- Scope of research activities and engagement of community partners in those activities  
- Human subjects education training that may be needed and options for community partners  
- Responsibility of the WU PI and Community Partner |
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<tr>
<td>Step 6 – Submit to WUHRPO/IRB</td>
<td>Using your WUSTL key, access myIRB at <a href="https://myirb.wusm.wustl.edu/">https://myirb.wusm.wustl.edu/</a>.</td>
<td>For questions concerning access, contact the myIRB System Specialists.</td>
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<tr>
<td>Step 7 - Assurance Needs</td>
<td>Based on the IRB submission, HRPO will determine which assurance(s) is/are needed.</td>
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<tr>
<td>Step 9 - HIPAA training</td>
<td>If protected health information will be created, used, shared or access by community partners, HIPAA training is needed. Contact your department HIPAA liaison.</td>
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<tr>
<td>Step 10 - Human Subjects Education</td>
<td>All engaged community partners in addition to other research personnel engaged in the research must complete human subjects education prior to IRB approval.</td>
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Contact Sarah Fowler-Dixon, PhD, CIP at 314-747-6861 or sfowler-dixon@wustl.edu. |
|---|---|

| Step 12 – Confirm study approval | IRB approval is granted when:
  - All engaged community partners have completed necessary human subjects training
  - All Federalwide Assurance (FWA), Individual Research Assurance (IRA/IIA) and/or Individual Volunteer Assurance (IVA) are signed by the community partner and Washington University so that WU will provide oversight for community based research studies done in collaboration with WU researchers.
  - All contingencies regarding the study have been resolved. |
|---|---|

| Step 13 – HRPO/IRB approval | Do not begin any research activity without HRPO/IRB approval documentation. WU researcher will receive all final study approval notices from HRPO. |