

COMMUNITY ENGAGED RESEARCH (CEnR)
Process for Community Partners collaborating with Washington University Researchers

Process	Actions for Community Partners	Date Completed
Step 1 – Setting up the collaboration	If you are not already partnered with a WU researcher for a specific project, contact the WU Institute of Clinical & Translational Sciences' (ICTS) Research Navigator for assistance at 314-362-9829. General ICTS information can be found at http://icts.wustl.edu .	
Step 2 – Study design and Funding	Meet with WUSTL researcher to discuss study design and determine/apply for funding, if applicable.	
Step 3 – Apply to WU HRPO/IRB	HRPO (IRB) application may be accessed through myIRB using the WUSTL Key. Usually the IRB application will be completed by WUSTL study team members. Community members wishing/needing to access myIRB will need to request a HRPO ID.	
Step 4 - Assurance Needs	Based on the IRB submission, HRPO will determine which assurance(s) is/are needed.	
Step 5 – Guidance and Forms for Assurances	<p>Refer to <i>OHRP Guidance on Engagement of Institutions in Human Subjects Research</i>: http://www.hhs.gov/ohrp/regulations-and-policy/guidance/guidance-on-engagement-of-institutions/index.html</p> <p>Forms and instructions for the Federal Wide Assurance may be accessed at http://www.hhs.gov/ohrp/regulations-and-policy/guidance/fag/assurance-process/index.html</p> <p>For assistance, contact Sarah Fowler-Dixon, PhD, CIP at 314-747-6861 or sfowler-dixon@wustl.edu.</p>	
Step 6 – Human Subjects Education	<p>All engaged community partners must complete human subjects education prior to IRB approval. Please see the Community Partner Manual under Getting Started, 3 Assurances at http://hrpo.wustl.edu/research-toolkit/cenr/getting-started/ for options.</p> <p>For questions, contact Sarah Fowler-Dixon, PhD, CIP at 314-747-6861 or sfowler-dixon@wustl.edu.</p>	

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Step 7 – Complete human subjects education	Keep a copy of the completion for your records. Give a copy of your completion record to the WUSTL study personnel for inclusion with the IRB application.	
Step 8 – Confirm study approval	IRB approval is granted when: <ul style="list-style-type: none"> ○ All engaged community partners have completed necessary human subjects training ○ All FWA, IAA or IVAs 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 9 – WU HRPO/IRB approval	Do not begin any research activity without HRPO/IRB approval documentation. Check with the WUSTL researcher who will receive final study approval notices from HRPO.	