**Requests to Invite Saint Leo University Employees to be Participants in a Research Study**

Please note that requests to utilize Saint Leo University Staff and/or Faculty for a research study require two reviews by Academic Affairs in the IRB process. The first review occurs as the initial step and the second occurs in the final step of the review process.

The University, like all other organizations, reserves the right to refuse research proposals which may interfere with their own internal evaluations, strategic goals, and workload of employees. Researchers will need to describe compelling reasons why Saint Leo University employees are needed for their study.

If you wish to proceed, please follow the directions carefully. The IRB will not review applications that are not complete or do not have the appropriate documentation.

**Process**

1. If you wish to request permission to invite Saint Leo University staff and/or faculty to be part of a research study. Complete the form below and submit it to [academic.affairs@saintleo.edu](mailto:academic.affairs@saintleo.edu)
2. You will receive a response on the form indicating if you have been granted permission or denied permission.
3. If you are denied permission, you may not submit an IRB application or conduct your study.
4. If you are granted permission, you will include the signed form in your full IRB application with all of the other required documentation and submit to [IRB@saintleo.edu](mailto:IRB@saintleo.edu)
5. If your application is approved by the IRB, it will then be reviewed again by Academic Affairs before your study may begin.

**Request for Permission to Invite Saint Leo University Employees to Participate in Research**

**Please complete this form and send as an email attachment to** [**academic.affairs@saintleo.edu**](mailto:academic.affairs@saintleo.edu)

**You will receive an email back with a decision. If approved, you must then add this signed form to your full IRB application and submit to the** [**IRB@saintleo.edu**](mailto:IRB@saintleo.edu)

**If permission is declined, you may not submit to the IRB and may not conduct this study.**

**1.** Principal Investigator’s full name (**ONE full name only**): Click or tap here to enter text.

**2.** Organization: Choose an item.

If other, please specify: Click or tap here to enter text.

**3.** Title and Department: Click or tap here to enter text.

**4.** Email address: Click or tap here to enter text.

**5.** Local phone number: Click or tap here to enter text.

**6.** Co-investigator(s): Click or tap here to enter text.

**7.** Faculty advisor (if student research; **ONE advisor’s name only**): Click or tap here to enter text.

**8.** Faculty advisor’s email address: Click or tap here to enter text.

**9.** Project title: Click or tap here to enter text.

**10.** Please describe the **rationale for choosing Saint Leo University faculty/staff/administrators** as research participants as opposed to another University of location.

Click or tap here to enter text.

**11.** Please describe the **purpose(s) or goal(s)** of your study. Include your **research question(s) or hypothesis(es)**.

Click or tap here to enter text.

**12.** Please describe what, if any **value** the research may bring to the University and/or your discipline.

Click or tap here to enter text.

**13**. Research methods (Mark all that apply)

Survey (attach questionnaire)

Interviews (attach questionnaire or interview guide)

Focus Group(s)

Participant observation

Unobtrusive observation

Experiment (attach description detailed in a protocol and any instruments used)

Analysis of data that have already been collected (i.e., “archival” data), specify the data you’re

requesting Click or tap here to enter text.

Other, specify: Click or tap here to enter text.

**14.** Type of instrument used:

Paper questionnaire, Survey, interview guide

Online questionnaire, Survey, interview guide

Pre-post survey

Experimental design (protocol must be attached)

None (note-taking)

Not applicable (use of existing data)

Other, specify: Click or tap here to enter text.

**15.** How long do you anticipate that it will take the participants to complete the research procedure(s)?

Click or tap here to enter text.

**16.** Number of participants: Click or tap here to enter text.

**17.** Types of participants (Mark all that apply):

Saint Leo University Faculty. Identify specific group: Click or tap here to enter text.

Saint Leo University Adjunct Faculty. Identify specific group: Click or tap here to enter text.

Saint Leo University Staff. Identify specific group: Click or tap here to enter text.

Saint Leo University Administration. Identify specific group: Click or tap here to enter text.

**18.** Please briefly describe additional features of your participants, including the social categories you are drawing from or targeting (race/ethnicity, gender, occupation/role, age group, military status, etc.), or any other relevant characteristics of your sample.

Click or tap here to enter text.

**19.** Recruitment strategy (Mark all that apply):

Individual contacts (in person, by phone, or by mail)

Email announcements

Public announcements (including through social media)

Flyers

Other, specify: Click or tap here to enter text.

Office use only:

**Permission:**

Granted, please add this signed form to your full IRB application and submit your application to [IRB@saintleo.edu](mailto:IRB@saintleo.edu)

Provisional, please add Click or tap here to enter text. and return to the same email address

Declined, you are not permitted to apply for IRB approval or conduct this research study

**Rubric Scores:** 1= minimal evidence and 5= very strong evidence

Rationale for study using employees Choose an item.

Value of study to SLU Choose an item.

Comments: Click or tap here to enter text.

Please forward final report to Academic Affairs at [**academic.affairs@saintleo.edu**](mailto:academic.affairs@saintleo.edu)

Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.