

## External Investigator Agreement for Human Subjects Research

### Instructions

1. Only complete this form if you are an individual **not affiliated** with California State University, Los Angeles (Cal State LA) – student, staff, faculty, or administrator – and Cal State LA is not engaged in research. By engaged, we mean no Cal State LA person (student, staff, faculty, or administrator) is involved in your research project (i.e., recruitment, data collection and dissemination).
2. You **must** have an approved application or exempt determination from your home IRB proposing to conduct research outside of your institution.
3. You **must** have a Cal State LA tenured/tenure-track faculty or MPP administrator campus sponsor, and that sponsor must sign this form (See Page 2).
4. An IRB representative at your home institution must sign this form (See Page 3).
5. Submit this signed form and required attachment to the Office of Research, Scholarship, and Creative Activities (ORSCA): [irb@calstatela.edu](mailto:irb@calstatela.edu). If you have any questions, please contact ORSCA at (323) 343-3798 or by email.
6. Incomplete External Investigator Agreements will not be processed.

**NOTE: Please be reminded that Cal State LA approvals will be required before you proceed with your study. Completing this form does NOT guarantee access to the Cal State LA campus (personnel, facilities, or data).**

### External Investigator Information

Name:	Email Address:
Position/Title:	Phone Number:

Name of Institution or Agency:
FWA# (Federalwide Assurance number) of your home IRB:
IRB Representative Name:
IRB Representative Contact Phone/Email:
Name of Faculty Advisor (if applicable):
Faculty Advisor Contact Phone/Email (if applicable):

Project Title:
IRB Approval Number:

### Proposed Activities at Cal State LA

Describe proposed research activities:
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### Required Attachment

Attach the following document:
<input type="checkbox"/> Approval letter or Exempt letter from the External Investigator's home IRB

- 1) The above-named External Investigator ensures that:
  - a) The involvement of Cal State LA meets the federal definition of not engaged in research.
  - b) The investigator's home IRB takes full responsibility for the review, approval, and continuing review of this study and reporting of any unanticipated problems or adverse events.
  - c) Training for the protection of human subjects in research has been completed according to the home institution's policy.
  - d) The external investigator will comply with their home institution's IRB policy and determinations throughout the life of the study; for example: adding new recruitment sites, changes in the informed consent (no matter how minor), and other changes that would require your home IRB's approval before implementation in your study.
  - e) The investigator will comply with any and all applicable Cal State LA policies and procedures while conducting research on the Cal State LA campus.
- 2) The External Investigator will comply with all other applicable federal, international, state, and local laws, regulations, and policies and procedures that may provide additional protection for human subjects participating in research conducted under this agreement.
- 3) The External Investigator acknowledges that they are primarily responsible for safeguarding the rights and welfare of each research subject, and that the subject's rights and welfare must take precedence over the goals and requirements of the research.
- 4) Please note that as an External Investigator it is your responsibility to ensure that you have appropriate approvals for your proposed research activities (e.g. permission to recruit, use of campus facilities, etc.) as the Cal State LA IRB is unable to assist you with this.

**External Investigator Signature acknowledging items 1 through 4 above:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Full Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Cal State LA Campus Sponsor:** Select all types of access that will be granted to the External Investigator and provide a description (Examples: "Personnel: School of Nursing students", "Conducting Research: in-person interviews"), then sign below:

- Personnel (students, faculty, staff) \_\_\_\_\_
- Facilities \_\_\_\_\_
- Data \_\_\_\_\_
- Recruitment / Distribution of Recruitment Materials \_\_\_\_\_
- Conducting Research \_\_\_\_\_
- Other \_\_\_\_\_

- I am aware of the proposed research and the level of involvement with the Cal State LA faculty, staff, students, and/or facilities.
- I agree that this researcher can access our personnel, facilities, or data as described in the proposal approved or exempted by their home IRB.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Full Name: \_\_\_\_\_ Title: \_\_\_\_\_

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**Signature of IRB Representative at External Investigator's home institution:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Full Name: \_\_\_\_\_ Title: \_\_\_\_\_

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**Cal State LA IRB Confirmation:**

Signature of Cal State LA IRB Representative:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Full Name: \_\_\_\_\_ Institutional Title: \_\_\_\_\_

By the Cal State LA IRB Representative signing the above, the Cal State LA IRB confirms that the External Investigator has received an approval letter or an exempt letter from their home institution's IRB. The Cal State LA IRB has the right to terminate this agreement if the External Investigator does not follow all applicable guidelines, procedures, and policies of their home institution's IRB or Cal State LA IRB policy and procedures. If there are any changes within the course of the research where the status of the application changes and Cal State LA becomes engaged in research related to the External Investigator's project, the External Investigator is required to notify ORSCA by email at [irb@calstatela.edu](mailto:irb@calstatela.edu).

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