

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 WU researcher to discuss study design and determine/apply for funding, if applicable.	
Step 3 – Apply to WU HRPO/IRB	HRPO (IRB) forms may be accessed at: http://hrpohome.wustl.edu/study_team/forms/HRPO_Forms_Page.aspx . WU researcher completes Form R that provides information needed to make determinations about required Assurances and Human Subjects Education Training. For questions, contact Sarah Fowler-Dixon, PhD at 314-633-7456 or fowlerds@wusm.wustl.edu .	
Step 4 - Assurance Needs	Based on the IRB submission, HRPO will determine which assurance(s) is/are needed. For questions, contact Sarah Fowler-Dixon, PhD at 314-633-7456 or fowlerds@wusm.wustl.edu .	
Step 5 – Guidance and Forms for Assurances	Refer to <i>OHRP Guidance on Engagement of Institutions in Human Subjects Research</i> : http://www.hhs.gov/ohrp/humansubjects/guidance/engage08.html . Forms and instructions for the Federal Wide Assurance may be accessed at http://www.hhs.gov/ohrp/assurances/assurances_index.html . For assistance, contact Sarah Fowler-Dixon, PhD at 314-633-7456 or fowlerds@wusm.wustl.edu .	
Step 6 – Human Subjects Education	All engaged community partners must complete human subjects education prior to IRB approval. Flowchart:	

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

	http://hrpohome.wustl.edu/community_research/determine_HS_education_needed_wu_researchers.pdf	
Step 7 – Complete human subjects education	Notifications of completion sent to HRPO/IRB	
Step 8 – Confirm study approval	<p>IRB approval is granted when:</p> <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 WU researcher who will receive final study approval notices from HRPO.	