

**SYRACUSE UNIVERSITY
HUMAN RESEARCH PROTECTION PROGRAM
STANDARD OPERATING PROCEDURES**

TITLE: COMMUNITY OUTREACH		DOCUMENT NUMBER: 009	
REVISION NUMBER	REVISION DATE(SUPERSEDES PRIOR VERSION)	EFFECTIVE DATE	PAGE NUMBER
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Title: COMMUNITY OUTREACH

1.0 Purpose:

The purpose of this Standard Operating Procedure (SOP) is to outline the process for maintaining community outreach activities offered by the Syracuse University (SU) Institutional Review Board (IRB).

2.0 Policy: It is the policy of the SU IRB to provide information to the community regarding their rights as research participants and the research process. Syracuse University provides information to the research community regarding the rights of a research participant as a volunteer. The SU IRB encourages and promotes community outreach efforts through presentations, distribution of educational materials, including pamphlets, surveys, and feedback materials.

3.0 Procedure: The SU IRB provides resources for research participants, prospective participants, researchers and the community.

3.1 The Office of Research Integrity and Protections (ORIP) staff maintains voice mail.

3.1.1 To receive complaints from participants or others in a confidential manner during regular business hours (See *SOP 030* and *SOP 025*).

3.1.2 Directs research participants to the ORIP website in the event of an emergency during non-business hours.

3.2 ORIP staff maintains a section of the SU IRB website to provide contact information to research participants.

3.2.1 ORIP contact information for participant questions, concerns, or complaints concerning research participant rights.

3.2.2 Links and contact information to appropriate community health organizations.

3.2.3 Links to Office for Human Research Protections (OHRP) and OHRP's pamphlet "Becoming a Research Volunteer: It's Your Decision".

3.2.4 Information detailing how to proceed in the event of an emergency with appropriate contact information during non-business hours.

3.3 ORIP together with other resources on campus will disseminate information to the community to enhance an understanding of human research by participants.

3.3.1 IRB staff provides campus community outreach activities.

3.3.1.1 Conducts trainings or presentations upon request from campus departments or schools, faculty members or student groups regarding the rights of research participants.

3.3.1.2 Participates in distribution of educational materials at campus-wide events and through use of the SU Connective Corridor.

3.3.2 IRB staff provides community outreach activities.

3.3.2.1 Provides presentations and educational materials for research participants, prospective participants, and researchers in the community.

3.3.2.1.1 SU IRB utilizes other resources on campus to promote community outreach activities.

3.3.2.1.1.1 ORIP Director works directly with the Associate Vice President for Government and Community Relations (GCR) to engage in GCR events.

3.3.2.1.1.2 SU IRB encourages recommendations from SU departments, student groups, and faculty researchers, and campus centers for opportunities to provide informational presentations.

3.4 ORIP assessment and evaluation of outreach activities.

3.4.1 ORIP Director or designee will evaluate, make changes, and implement changes to the outreach program as deemed necessary.

3.4.1.1 Periodic assessments of outreach efforts and outreach program are done at least annually.

3.4.1.1.1 Outreach activities are tracked on the Community Outreach Tracking form.

3.4.1.1.2 Evaluation of feedback provided following presentations on the Community Outreach Evaluation form and revision of presentations to best meet the needs of community members.

4.0 References and Reference Documents:

SU IRB website: <http://www.orip.syr.edu>

SOP 030, Reporting to the Appropriate Institutional Officials, and the Department or Agency Head(s)

SOP 025, Complaints Regarding Human Subjects Research

Community Outreach Tracking Form

Community Outreach Evaluation Form

<http://orip.syr.edu/contactsforparticipants.php>

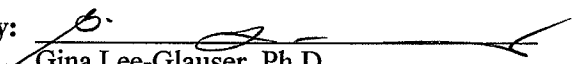
IRB Full Board Review or Expedited Review Application

OHRP website: <http://www.hhs.gov/ohrp/>

OHRP pamphlet: <http://www.hhs.gov/ohrp/education/brochures/index.html>


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Approved by:


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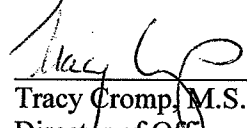
1-28-11

Date


Kathleen King, Ph.D.
Chair of the Institutional Review Board
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28 January '11

Date


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1-28-11

Date