

Documentation of Cooperation Guidance

Note: This document is about recruitment of research sites, not individual participant recruitment. Documentation of study site cooperation (DoC) must be provided to the ACIRB.

The information in this guide explains the circumstances under which DoC is or is not typically required by the ACIRB, as determined by the IRB Administrator. Note that these requirements do not address the question of when investigators should inform or seek the approval of various individuals within an organization where they propose to conduct research. It only addresses when DoC must be provided to the ACIRB.

Data collection at Allen College – UnityPoint Health

In general, employees and students of Allen College – UnityPoint Health should obtain DoC from the president or appropriate dean for proposed research studies. Specific questions should be directed to ACIRB.

Data collection at UnityPoint Health – Allen Hospital (EBP/QI)

Investigators must work with the Allen Hospital Privacy Office to obtain documentation of cooperation. Specific requirements are provided on the [UnityPoint Health EBP/QI & Research Projects webpage](#).

Data collection at other universities

Investigators are encouraged to contact central administration or the IRB at colleges and universities who may have their own rules about oversight of research conducted at their institutions. In general, DoC is not required:

- When requesting email addresses or mailing lists (you may be asked for IRB approval from the organization prior to obtaining this information)
- When using publicly available emails or phone numbers to invite participation or complete surveys
- When asking anyone in the organization to forward email(s)
- When accessing a website or social media for a group or organization the researcher belongs to

Studies in schools

DoC required (from principal or superintendent [not both])	DoC not required
<ul style="list-style-type: none"> When entering the school to recruit or collect data, or asking teachers to do so When interviewing teachers on school grounds When asking teachers to send home or forward by email the information about a study, even if the parents or kids contact the researcher directly and/or do surveys online. (In other words, any time you are asking teachers to do anything to help with the research.) When asking the school to provide data or datasets 	<ul style="list-style-type: none"> When asking the school or principal to provide email addresses or mailing lists When using publicly available school emails to invite participation When interviewing teachers, parents, and or students outside of the school When conducting online surveys with school personnel or parents

External businesses or organization sites

DoC required (from owner/director)	DOC not required
<ul style="list-style-type: none"> When putting up recruitment posters When inviting participation or collecting data on site or in front of the building When requesting data or datasets When accessing a mailing list or data as a researcher that is available to you as an employee or member of that organization (except social media platforms-see below) 	<ul style="list-style-type: none"> When requesting email addresses or mailing lists When using publicly available emails or phone numbers to invite participation or complete surveys When asking anyone in the business to forward email(s) When accessing a website or social media for a group or organization the researcher belongs to

Other/public locations

DoC required	DoC not required
<ul style="list-style-type: none"> Malls (quasi-public) or stores Churches – same as schools Private support groups or civic clubs – like student groups – need permission to attend meetings 	<ul style="list-style-type: none"> Bringing someone into a restaurant to conduct an interview Recruitment or data collection in libraries, parks, or on the street generally

Social media

DoC required	DoC not required
<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> Members of an organization, support group, or website manager who can access their organization’s social media or website can post to them without providing DoC. However, they are required to be aware of and follow their own group’s rules. When your “friends” are “sharing” your study information Posting on an online survey platform