**Research Integrity**

Alumni Memorial Building

27 Memorial Drive West

Bethlehem, PA 18015

(610) 758-2871

*http://www.lehigh.edu/irb*

**Request to Conduct In-Person Research**

This form is to be completed and submitted as a supplement to a Human Subjects Application or an Amendment/Modification Form. See [Guidance: Resuming or Beginning In-Person Human Subjects Research During the Open IV Phase](https://research.cc.lehigh.edu/sites/research.cc.lehigh.edu/files/documents/Guidance_Resuming%20or%20Beginning%20In-Person%20Human%20Subjects%20Research.pdf) for detailed information.

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| **Research Personnel:**  Each individual conducting in-person research, including the PI, must complete Lehigh’s [Return to Campus Training](https://coursesite.lehigh.edu/auth/saml/login.php?errorcode=4). Please upload a copy of each individual’s training certificate to IRBNet. |
| P.I.’s Name: |
| **List all personnel who will conduct in-person research**.  List each person’s name, and whether they are Lehigh faculty, staff, or a graduate or undergraduate student. If research activities involve undergraduate students, a revised safety plans to be submitted to Environmental Health & Safety ([inehslab@lehigh.edu](mailto:inehslab@lehigh.edu)): |
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| **Information about conducting in-person human subjects research:**  Please provide the following information regarding the changes that will be made to study procedures to enhance the safety of participants and researchers. |
| 1. **Necessity of conducting in-person research:** Researchers must rule out all potential remote methods before in-person research will be considered. Whenever possible, remote methods rather than in-person methods must be used. Please provide justification as to why it is necessary to conduct in-person research, and why it is not possible to conduct research remotely.  |  | | --- | |  |  1. **Location:** **Please describe where research will take place.**   Research within outside organizations: Before research may take place within an organization outside of Lehigh, including within K-12 schools, the organization or school district must provide permission for in-person research to take place. If permission to conduct research within an organization or school district was obtained prior to the pandemic, permission must be re-issued. Please upload a signed and dated permission letter to IRBNet. All research that takes place within an outside organization or a K-12 school must follow all rules imposed by the organization or school district, as well as Lehigh’s requirements for conducting in-person research. Please upload or link to the COVID-related requirements that have been issued by the organization or school district,and outline how these requirements will be upheld during research procedures.   |  | | --- | |  |  1. **Participants: Will study participants include Lehigh University Undergraduates?**   **No**  **Yes**   1. **Personnel: As few research personnel as possible should be present for each in-person study session. State how many researchers will be present for each session (maximum is 2), and outline each researchers’ responsibilities in conducting in-person research (only list those who will interact with participants in-person).**  Research personnel may feel obligated to conduct in-person human subjects research. It is important that PIs make it clear that this is not an expectation or requirement. Compelling any research personnel to conduct in-person human subjects research is inappropriate. All research personnel who consider whether to conduct in-person human subjects research should consult the [CDC guidance](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) on COVID-19 and should consider whether they are at [increased risk](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html) for severe illness. The information included in the “[COVID-19 Information Sheet for Research Participants](https://research.cc.lehigh.edu/Research-Integrity-COVID-19)” will also serve useful for research personnel; please share this information with them.  |  | | --- | |  |  1. **What is the duration of the in-person research session?** The duration of in-person research should be as brief as possible and should not exceed 2 hours. A hybrid of in-person and remote methods may be used to shorten the duration of in-person research when feasible.  |  | | --- | |  |   Will the research use a hybrid approach?  **No**  **Yes.** Please describe which procedures will take place in-person and which procedures will take place remotely in either the Human Subjects Application or in the Amendment Modification Form.   1. **COVID-19 Information Sheet:** Participants must be given a copy of the IRB’s “[COVID-19 Information Sheet for Research Participants](https://research.cc.lehigh.edu/Research-Integrity-COVID-19)” prior to scheduling their study session. Participants must be aware of the risks of COVID-19 transmission and the mitigation strategies that will be used before they schedule a research visit. Researchers must also present this information sheet again as part of the consent procedure before the study session begins.   Participants who will take part in in-person research on Lehigh’s campus must also complete and sign a “[Mandatory Requirements for Visiting Lehigh University](https://facilities.lehigh.edu/sites/facilities.lehigh.edu/files/200816_Visitors%20Screening%20Form.pdf)” form.   Please describe how this information will be shared with participants PRIOR to scheduling an in-person research session, and please describe how the information from the COVID-19 Information Sheet will be presented during the consent procedure.  |  | | --- | |  | |