**Human Subject Review Committee statement of procedure for external researcher seeking to use WU as part of their research.**

A researcher who is not associated with Wilmington University or who is submitting the findings to an external institution may seek permission to conduct research at Wilmington University. The researcher is required to gain approval from a Wilmington University director, dean, or appropriate executive and from the Human Subjects Research Committee (HSRC).

The researcher must complete the HSRC protocol, which includes a signature of the approving authority. If the researcher needs assistance identifying an appropriate executive, he may contact one of the HSRC co-chairs for suggestions.

When the HSRC protocol has been completed, it should be submitted along with the required attachments either to one of the HSRC co-chairs or one of the committee members. The protocol will then be classified as being exempt, expedited, or requiring full committee review and will be processed according to the standard procedures of the committee.

The HSRC decision will be communicated to the researcher, the approving authority, and the Vice President of Academic Affairs. The approving authority is responsible for designating a person within the university to serve as a coordinating point and for notifying internal parties, such as Institutional Research, which may be asked to support the research.