



Department of Research Ethics  
and Integrity

Institutional Review Board  
GSU-IRB

## Information Sheet and Checklist for External Researchers

### OVERVIEW

This document outlines requirements for external researchers seeking to conduct research at Grambling State University (GSU) or with GSU students/employees.

### ELIGIBILITY

External researcher: Individual not affiliated with GSU who wishes to:

- ☐ Conduct research on GSU campus
- ☐ Recruit GSU students as participants
- ☐ Recruit GSU employees as participants

### REQUIRED DOCUMENTATION CHECKLIST

Submit all materials to [irb@gram.edu](mailto:irb@gram.edu) and [pearces@gram.edu](mailto:pearces@gram.edu)

#### ☐ IRB Approval Documentation

- Final IRB determination letter from home institution
- Note: If no home institution approval, may apply for GSU-IRB review (fees apply\*)  
\*Fee waived if collaborating with GSU faculty/staff

#### ☐ Research Protocol Materials

- Brief study synopsis
- Approved informed consent document/information sheet
- Recruitment materials (flyers, emails, advertisements)
- Research instruments/measures
- Additional supporting documentation

#### ☐ GSU-Specific Information

- Statement regarding use of GSU name in publications
- Identification of specific departments/groups for recruitment
- Details of campus coordination needs

### REVIEW PROCESS

#### Timeline:

- Allow 7-10 business days for initial response
- Additional time may be needed if full board review required

#### Review Outcomes:

1. Approval of site permission
2. Request for revisions/additional information
3. Referral to full board review (if deemed necessary)

### IMPORTANT NOTES:

- GSU-IRB Chair reserves right to require full board review
- Special coordination may be needed for specific departments/groups
- Early submission recommended to ensure timely review
- Incomplete submissions will delay review process

### CONTACT INFORMATION:

Email: [irb@gram.edu](mailto:irb@gram.edu)

Dr. Carolyn Jackson, IRB Chair and Administrator: [jacksoncr@gram.edu](mailto:jacksoncr@gram.edu)

Ms. Sierra Pearce, DREI Coordinator and IRB Specialist/Liaison: [pearces@gram.edu](mailto:pearces@gram.edu)

NOTE: This document serves as guidance only. Meeting all requirements does not guarantee approval. The GSU-IRB maintains the right to request additional information or modifications to protect the interests of GSU community members.