

<b>Title:</b>	Review of Human-Subjects Research Conducted Off-Site
<b>Department:</b>	Human Research Affairs
<b>Policy Type:</b>	<input checked="" type="checkbox"/> Partners System-wide <input type="checkbox"/> Partners System-wide Template <input type="checkbox"/> Partners HealthCare <input type="checkbox"/> Partners HealthCare Departmental <input type="checkbox"/> Institution
<b>Applies to:</b>	Employees, Professional Staff or Other Agents of Brigham and Women's Hospital (BWH), Faulkner Hospital (FH), Massachusetts General Hospital (MGH), McLean Hospital (McLean), and North Shore Medical Center (NSMC)
<b>Approved by:</b>	Chief Academic Officer
<b>Original Approval Date:</b>	June 4, 2007
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<b>Current Revision Effective Date:</b>	August 16, 2015
<b>Next Review Date:</b>	August 16, 2018
<b>Contact Person:</b>	Director, Human Research Review and Compliance

**KEYWORDS:**

IRB, Institutional Review Board

**PURPOSE:**

The purpose of this policy is to define the requirements and procedures the Partners Human Research Committees (PHRC) follow for review of non-exempt human-subjects research conducted by employees or agents (e.g., professional staff) of applicable Partners-affiliated entities at sites other than those owned or controlled by the applicable Partners-affiliated entities (off-site research).

**DEFINITIONS:**

See Definition of Human-Subjects Research

*Employees or agents* means members of the workforce of the applicable Partners-affiliated entities who: (1) act on behalf of the institution; (2) exercise institutional authority or responsibility; or (3) perform institutionally designated activities. Employees and agents include professional staff, students/interns, contractors, and volunteers, among others, regardless of whether the individual is being paid by the hospital.

**POLICY STATEMENT:**

Human-subjects research conducted by employees or agents (e.g., professional staff) of the applicable Partners-affiliated entities at sites other than those owned or controlled by them (off-site research) will be

conducted in compliance with applicable international, federal, state, and local laws and regulations as well as any requirements of the performance site's institution or entity.

Research conducted by employees or agents of the applicable Partners-affiliated entities wholly or partly in space or a site leased by them from another entity (the landlord) will be considered in the same way as research conducted in/at the applicable Partners-affiliated entities-owned space/sites. However, the investigator is responsible for confirming with the landlord, the responsible office within the applicable Partners-affiliated entities, or others as necessary that the specific proposed research activities are consistent with the activities permitted to be conducted in the space/at the site under the terms of the lease.

## **PROCEDURES:**

Investigators must specify in the Insight/eIRB application the places where employees or agents of the applicable Partners-affiliated entities will conduct the research, including any off-site locations. These sites may be institutions, facilities, or entities such as Partners and non-Partners healthcare institutions; private physician or group practices; rehabilitation, nursing, or assisted living facilities; private or public primary schools, colleges or universities; and community or other activity-based centers. They may be located in Massachusetts, other U.S. states, or foreign countries.

### **1. REVIEW OF PERFORMANCE SITE**

When reviewing human-subjects research that takes place off-site, the PHRC will obtain and consider information about the performance site and study population appropriate to the procedures involved in the research and the degree of risk to subjects. The review may include some or all of the following information:

- The anticipated scope of the research activities that will take place at the site;
- The size and complexity of the institution/facility/entity;
- Standards of professional conduct and practice;
- Policies and procedures of site at which off-site research will occur;
- Applicable laws and regulations;
- The types of subject populations likely to be involved;
- Language(s) understood by prospective subjects;
- Method for equitable selection of subjects;
- Method for minimizing the possibility of coercion or undue influence in seeking consent;
- Method for protection of privacy of subjects;
- Method for maintenance of confidentiality of data; and
- Safeguards to protect the rights and welfare of vulnerable subjects;

#### Domestic Performance Sites Outside Massachusetts

When the performance site is in a state other than Massachusetts, institutional representatives of the performance site will be asked to provide information about the performance site and confirm that local applicable laws and requirements will be met. In addition, the PHRC may consult with the Partners Office of the General Counsel (OGC) about applicable state law.

When research is conducted in a state other than Massachusetts, the PHRC will ensure that the participants are afforded protections that are at least equivalent to those provided by PHRC policies and the ethical standards outlined in the Belmont Report.

#### International Performance Sites

When the performance site is outside the United States or its territories, consultants at the international site or within the United States will be asked to provide information about the

researchers, performance site and applicable laws. Consultants in this context are individuals with personal knowledge of the local research context, such knowledge having been obtained through extended, direct experience with the research institution, its subject populations and its surrounding communities. The PHRC must confirm the qualifications of the researchers and research staff conducting research in that country and consider the cultural, economic and political conditions in the country where the research will take place when reviewing the study population and recruitment and consent procedures and when assessing the risks and potential benefits to participants.

Research conducted outside the United States or its territories will generally be subject to approval of a local IRB or Ethics Committee (EC) and/or governmental officials, such as the Ministry of Health. When reviewing the research, the PHRC will take into consideration the local IRB or EC review of the qualifications of the local researchers and research staff, the recruitment and consent procedures and language issues, as well as other culturally-based issues. When the research is federally-funded, IRB/EC approval must be obtained from an institution/entity in that country that has a current approved FWA and a registered IRB/EC. The PHRC will require documentation of the site's IRB approval and FWA/IRB registration status. A database of registered international IRBs searchable by country can be found on the OHRP website at <http://ohrp.cit.nih.gov/search/>. In addition, OHRP has compiled a listing of the laws, regulations and guidelines that govern human-subjects research in many countries around the world (see The International Compilation of Human Subject Research Protections).

When research is conducted outside the United States or its territories, the PHRC will ensure that the participants are afforded protections that are at least equivalent to those provided by PHRC policies and the ethical standards outlined in the Belmont Report. Specifically, research overseen by the Partners IRBs and conducted outside the United State or its territories is subject to PHRC policies and procedures including: (1) initial and continuing review; (2) review of changes in approved research; (3) reporting and handling of complaints, unanticipated problems involving risks to subjects or others and noncompliance; and (4) post-approval monitoring. When the research is also subject to review of the local IRB or EC, the PHRC requires documentation of review and approval throughout the project. When unanticipated problems or noncompliance are reported to the PHRC, the PHRC will require documentation of local IRB/EC review and, when appropriate, will communicate directly with the local IRB/EC. Post-approval monitoring will be coordinated with the local IRB/EC when required and as needed.

## 2. ENGAGEMENT OF INSTITUTIONS IN HUMAN-SUBJECTS RESEARCH

As part of its review, the PHRC will consider whether the performance sites listed in the application are engaged in human-subjects research and what, if any, additional IRB approvals are needed. The OHRP guidance document *Guidance on Engagement of Institutions in Human Subjects Research* will be used as the basis for determining engagement in human-subjects research. Such determinations will be made in collaboration and consultation with authorized representatives of the performance site.

### Performance Sites **NOT** Engaged in Human-Subjects Research

When the research will be conducted off-site at a performance site that is **not** engaged in human-subjects research, the PHRC may require written documentation of permission to use the facilities for research signed by the institution/facility/entity's legally authorized representative. For example, research conducted in the Boston Public Schools must be coordinated through the Boston Public Schools Office of Research, Assessment and Evaluation (RAE). See Policy and Guidelines for Conducting Educational Research in the Boston Public Schools <http://www.bostonpublicschools.com/files/RAE-1.1%20Guidelines%20for%20Conducting%20Research.pdf>.

The PHRC has a template agreement that may be used for this purpose (Performance Sites Not Engaged in Research).

Performance Sites Engaged in Human-Subjects Research

When the performance site is engaged in human-subjects research, refer to policy on Review of Multi Site Human-Subjects Research: Investigator-Initiated Collaborative Research.

**OTHER APPLICABLE PARTNERS HEALTHCARE POLICIES:**

Review of Multi Site Human-Subjects Research: Investigator-Initiated Collaborative Research

**REFERENCE:**

OHRP *Guidance on Engagement of Institutions in Human Subjects Research*  
Policy and Guidelines for Conducting Education Research in the Boston Public Schools

**DEVELOPMENT AND CONSULTATION**

Human Research Office  
Office of the General Counsel

Reviewed by:	Original Review Date:	Revision Approval Dates:
Dennis A. Ausiello, MD, Chief Scientific Officer	December 16, 2010	
Anne Klibanski, MD, Chief Academic Officer		May 5, 2015