

Procedure for Requesting the Use of Argosy University, Chicago Students in Research Projects

For research with **1-2** Argosy campuses:

1. Student submits his/her proposed study to Eric Ziehlke to review for FERPA compliance
2. Please include a formal letter of request in addition to all relevant materials (i.e. description of study, surveys, questionnaires, consent forms, etc.)
3. Once verified, Eric Ziehlke will forward the request to the VPAA for final approval
4. The VPAA will provide written consent for the use of Argosy University, Chicago students
5. Submit all approvals with application materials to IRB

(The IRB will not certify your study without these formal approvals. Once a student has IRB approval, the student may request to use the campus Survey Monkey account at the Library. The password will be given to students who submit to the library their signed and completed IRB approval form.)

For research with **three or more** Argosy University campuses:

1. Submit all IRB materials electronically to Dan Kmitta at dkmitta@argosy.edu (instead of the Chicago IRB Coordinator, Melissa Heinemann)