



RECRUITMENT OF RMU STUDENTS AND EMPLOYEES AS RESEARCH SUBJECTS VIA UNIVERSITY-WIDE EMAIL LISTS POLICIES AND PROCEDURES

This policy applies to employees or students conducting IRB-approved research, and students doing class projects, who need to solicit RMU students and/or employees as research subjects via university-wide email lists. Surveys for administrative purposes are exempt from this policy.

Employees

1. Employees requiring use of university-wide email lists for recruitment of RMU students and/or employees for research purposes must send an email request for approval to the Research & Grants Administration (R&GA) at research@rmu.edu. The request email message should include the following:
 - Research/Study Title:
 - Survey Name:
 - Purpose of Survey:
 - Number of Survey Questions:
 - Desired Surveys open and close dates:
 - Targeted student/staff population:
2. Depending on the request type, R&GA will verify IRB approval and seek approvals from the Dean of Students and/or the Human Resources Office. R&GA will also seek approval from the Office of University Data and Analytics to conduct the survey on the desired survey dates. If approval is not granted alternate dates will be suggested. With approvals in hand, R&GA will approve the request.
3. R&GA will work with the IT Help Desk to provide the required email list. The Systems Administrator gives rights to the requested email list (and not individual email addresses) to the employee.
4. The employee emails the survey or research solicitation to the requested email list.

Students

1. A student requiring use of university-wide email lists for recruitment of RMU students and/or employees for research purposes must inform their sponsoring faculty member of their request.

The request email message should include the following:

- Student Name:
- Research/Study Title:
- Survey Name:
- Purpose of Survey:
- Number of Survey Questions:
- Desired Surveys open and close dates:
- Targeted student/staff population:
- Thesis Advisor:

2. The sponsoring faculty member sends the request for approval from the student to their Dean, or the sponsoring faculty member working with the student (dissertation advisor, honors director, faculty mentor) sends a request for approval from the student to the Dean of student's School. The request should mention the email list required (e.g. all students, all faculty, etc.) The Dean e-mails back with approval.

3. The sponsoring faculty member forwards approval from the Dean to R&GA at research@rmu.edu. The request email message should include the following:

- Student Name:
- Research/Study Title:
- Survey Name:
- Purpose of Survey:
- Number of Survey Questions:
- Desired Surveys open and close dates:
- Targeted student/staff population:
- Thesis Advisor:

4. Depending on the request type, R&GA will verify IRB approval and seek approvals from the Dean of Students and/or the Human Resources Office. R&GA will also seek approval from the Office of University Data and Analytics to conduct the survey on the desired survey dates. If approval is not granted alternate dates will be suggested. With approvals in hand R&GA will approve the request.

5. R&GA will work with the IT Help Desk to provide the required email list. The Systems Administrator gives rights to the requested email list (and not individual email addresses) to the faculty member.

6. On behalf of the student, the sponsoring faculty member emails the survey or research solicitation to the requested email list.

7. To comply with applicable privacy requirements (e.g., FERPA), the sponsoring faculty member must not share the email list with the student.

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