	SOP: Non-Affiliated Investigator Submissions	
	Section III: IRB Protocols	
	Number	Date
	IRB III-014	9/13/2025

1. PURPOSE

- 1.1. This SOP outlines the process for non-affiliated investigator submissions.

2. REVISION FROM PREVIOUS VERSIONS

- 2.1. None

3. SOP STATEMENT

- 3.1. For studies requesting an IRB review using the TAMUK IRB, at least one member of the research team must be affiliated with TAMUK (student, staff, faculty, or administrators) and qualify as a PI under TAMUK SOP: Principal Investigator Role and Responsibilities (IRB SOP III-001).
- 3.2. The TAMUK affiliated member of the research team submitting the protocol assumes the role of PI with all associated roles and responsibilities as detailed in TAMUK SOP: Information Submitted to the IRB (IRB SOP III-003).

4. RESPONSIBILITIES

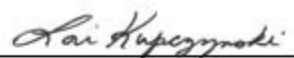
- 4.1. The research compliance staff assigned to the IRB is responsible for carrying out these procedures.

5. PROCEDURE

- 5.1. When an investigator submits a study for review and approval by the TAMUK IRB, but they are not affiliated with TAMUK, the research compliance staff assigned to the IRB will do the following:
 - 5.1.1. Send an email to the submitter letting them know we do not review studies submitted by individuals not affiliated with the university.
 - 5.1.1.1. Suggest they submit through a centralized IRB. A centralized IRB is not affiliated with an academic institution and provides review services for multiple entities.
 - 5.1.2. Once the submitter has been notified, the research compliance staff assigned to the IRB will delete the study from the system.

6. REFERENCES

- 6.1. None

Approved by: 
 Lori Kupczynski, EdD
 Special Assistant to the Vice President,
 Office of Research and Innovation
 Date: 8 September 2025