



8/22/2023

# INSTITUTE FOR WELL-BEING

## Guidelines for Research

The Institute for Well-Being (IWB) at Towson University welcomes faculty and students who want to conduct research in our community outreach facility. Our goal is to support your research project while ensuring that we are following federal law and best practices to ensure the privacy and well-being of community members who attend the IWB. This document describes procedures and guidelines for conducting research at the IWB. If you have questions about the Guidelines, application process, or research logistics, please contact the IWB Director, currently Carol Gebhardt, at [cgebhardt@towson.edu](mailto:cgebhardt@towson.edu) or 410-704-3097.

The IWB has a number of community members coming for service programs, including children and adults with disabilities. Procedures for research, building access, facility issues and emergencies at the IWB locations may vary than procedures for other campus facilities. The IWB Business Office is open for support between 7:30 am-6:00 pm Monday thru Thursday and 7:30 am – 5:00 pm Friday. When clinic is not in session, the IWB Business Office closes at 5:00 pm daily. **We strongly urge that all research activities occur during Business Office hours.** Please review these guidelines ahead of t

- If medical records will be reviewed to locate participants or mine data, the involved faculty and students must demonstrate that they are aware of HIPAA regulations regarding patient confidentiality. We will provide a review of HIPAA regulations and have faculty and students sign a form indicating that they will abide by them. The forms will be kept on file with the IWB Research application.
- If posters, emails or fliers need to be distributed to the IWB to recruit participants, they must be pre-approved as part of the appli

Fridays for those who have swipe access. All research activities must end by 8:00 pm Monday to Thursday and by 5 pm on Fridays. Fridays may vary depending on programming, please check with the Assistant Director for Friday hours if needed.

The IWB is considered an on-campus building, therefore Towson University emergency procedures apply when at our IWB locations. A full review of emergency procedures is available in the IWB Policies and Procedures Manual. In a true emergency, call TUPD at 410-704-4444.

## **SPACE AND ROOMS**

If your application is

# Institute for Well-Being

## Student Research

### Independent Data Collection Approval

Title of Project: \_\_\_\_\_

\_\_\_\_\_ Student is conducting research project \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Printed Name of Faculty Advisor \_\_\_\_\_ Signature of Faculty Advisor \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ I, \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Printed Name of Student \_\_\_\_\_ Signature of Student/D

\_\_\_\_\_ Director of the Institute for Well-Being \_\_\_\_\_