

An April 4, 2017 letter from Dr. Linda Cook (**Appendix B**) confirmed Oklahoma City University's agreement to provide review and oversight of research with human subjects on behalf of Saint Paul School of Theology. It is expected that all persons (faculty, administrators, and students) who conduct research under the auspices of Saint Paul, with review and oversight provided by Oklahoma City University's IRB, will treat everyone involved in their research with respect and care. The following guidelines are intended to assure this effort:

- Oklahoma City University's IRB procedures and guidelines (**Appendix C**) apply to all Saint Paul students, faculty and staff.

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- Saint Paul faculty who chair master's or Doctor of Ministry students' thesis projects whose methodology requires IRB approval must complete Oklahoma City University's required NIH training and forward a copy of the completion certificate to Oklahoma City University's IRB Chair.
- Anyone who proposes work that involves research with human subjects must complete NIH human participant modules and forward a copy of the completion certificate to Oklahoma City University's IRB Chair.
- A copy of the proposal must be submitted with the IRB application. Student proposals must be reviewed and approved by their respective Saint Paul Committee Chair prior to submitting a completed IRB application for review.