


<b>Category</b>	Research and Scholarly Activities	<b>Policy Number</b>	ACA-RES-202	 جامعة زايد ZAYED UNIVERSITY
<b>Distribution</b>	External	<b>Version</b>	2.1	
<b>Responsible Office</b>	Provost	<b>Policy Owner</b>	Office of Research	
<b>Date Approved</b>	24 September 2020	<b>Effective Date</b>	24 September 2020	
<b>Date Last Reviewed</b>	24 September 2020	<b>Due Date for Next Review</b>	30 September 2023	

## POLICY

### Approval of External Requests to Use Zayed University Faculty, Staff or Students as Research Subjects

#### 1. Purpose

This policy outlines the rules for reviewing requests from outside the university to use Zayed University (ZU) employees and/or students as research subjects.

#### 2. Scope of Application

This policy applies to all requests from outside the university to use ZU employees and/or students as research subjects.

#### 3. Policy

**3.1** Research by persons or entities outside the university involving the use of ZU faculty, staff, or students as research subjects must be submitted to the Zayed University Institutional Survey Committee for review prior to initiation of the research.

**3.2** Research procedures must ensure that confidential information is protected, in accordance with policies SUP-HR-07 and UNI-PUB-402.

#### 4. Related Policies and Laws

ACA-RES-201 Research Involving Human and Animal Subjects

SUP-HR-07 Personnel Records

UNI-PUB-402 Release of Personal Information

#### 5. Administration

This policy is administered by the Office of Research.

#### 6. Revision History

Date	Revision
1 February 2023	Administrative change: <ul style="list-style-type: none"> <li>• Updated the information header and policy numbers to be in line with the new format.</li> <li>• Updated the policy number from ACA-RES-04 to ACA-RES-202.</li> </ul>
24 September 2020	Approved by the Provost.

	Reviewed with no substantive changes required: <ul style="list-style-type: none"><li>• Added Internal Distribution.</li><li>• Made minor changes to aid clarification.</li></ul>
15 December 2019	Updated the format and related policy numbers.
18 March 2007	Policy reviewed.
18 June 2003	Policy approved.