

**The Carle Foundation
Research Policy 103**

Subject	Securing Permission to Use and Disclose Individuals Photographs, Written Accounts and Transcriptions, Video/Audio Recordings and Transmissions for Research Purposes				
Approval	Apr 2008	Review	Aug 2009	Revision	Aug 2009
Purpose	To establish ownership and royalty rights with respect to intellectual property conceived, created, developed, discovered, invented, reduced to practice, or otherwise brought into being by employees of Carle Foundation Hospital ("CFH") when performing their job duties, when using CFH assets, or which is based on research conducted for CFH. Intellectual Property includes patentable and copyrighted material.				

Statement of Policy

1. The "Research Authorization" gives the individual's or legal representative's permission to Carle Foundation Hospital (CFH) and affiliates to use and disclose individuals photographs, written accounts and transcriptions, video/audio recordings and transmissions to the research community through media, Carle publications, scientific journals and magazines, scientific meetings or other scientific venues for:
 - a. Carle's own marketing activities; and/or
 - b. General scientific information, awareness or education
2. CFH uses the 2-part 3-ply form to obtain the Research Authorization and Waiver form for creation, use and disclosure of individual's photographs, written accounts and transcriptions, video/audio recordings and transmissions in professional research activities. This includes research activities that are offered to any segment of the scientific community.
3. The person taking the photographs, making the recordings, or facilitating or conducting interviews ("service requestor") will normally be responsible for the completion of the Research Authorization and Waiver form. There are times, however, when patient care staff may be asked to assist with obtaining signatures.
4. The "service requestor" or designated assistant is responsible for:
 - a. Ensuring that the individual/parent/legal representative is fully informed as to the nature, purpose, use and disclosure of the materials.
 - b. Communicating to the individual/parent/legal representative that permission, and therefore authorization is voluntary; and providing signed copies of the Research Authorization and Waiver form to the individual/parent/legal representative.

Procedure

5. A Research Authorization and Waiver form **must** be completed and signed before any interview, photograph or recording can be used at any scientific venue or sent for publication or printing.
6. It is strongly encouraged that the CFH Research Authorization and Waiver form be ordered from Printing Services and used.
7. The individual/parent/legal representative, with assistance from the "service requestor" as needed, **must completely** fill out and sign both Part I and II of the Research Authorization and Waiver form. The Vice President of Research has the ability to approve an exception of the required Research Authorization and Waiver form on a case by case basis.
8. Both Part I and II of the Research Authorization and Waiver form are required for each individual who is interviewed, photographed or recorded. (For example, if there are six patients in a picture, the Research Authorization and Waiver form need to be obtained from each of the six).
9. Send the **original** of the completed and signed Research Authorization and Waiver form (Part I and II) to Health Information Management (HIM) for filing.
10. Provide a copy of the completed and signed form (Part I and II) to the individual/ parent or his/her legal representative. (This is required by law.)
11. Forward the other copy of the completed and signed form (Part I and II) to the Research Office, CFH.
12. The individual/parent/legal representative must sign the Research Authorization and Waiver form for any situation when an individuals' photograph or recording might be used for **research purposes**.

Reference

Research Authorization and Waiver form

Approval on File

Anna Keck, PhD
Executive Director of the Research Institute

William Schuh, MD, PhD
Medical Director of the Research Institute