



# THE ISLAMIC CENTER OF PITTSBURGH

IN THE NAME OF GOD, THE MERCIFUL, THE BENEFICENT

## Guideline for Conducting Research within the ICP Premises or Through any of its Programs

Any research conducted on ICP premises needs to go through the appropriate procedure as described below. The same applies to any research of premises that involves members of a given ICP program.

### PROCEDURES

To obtain permission for such research, the researcher must submit an application to the Executive committee (EC) of the ICP. The application should be submitted at least one month before the earlier start date of research.

### The application should include:

1. The protocol of the research project.
2. The Ethical committee or the Institutional Review Board (IRB) approval.
3. Start date and time period of the project, target age group and gender, names and contact info for the research staff and their supervisors who will conduct the research in the ICP.
4. It should clearly state whether informed consent from the participants are required or not. If the target group is children under 18 years old, parent's permission must be sought.
5. Any compensation or payment to the participant.
6. Possible risks and any adverse effects for participants.

Please be advised that the ICP database of its members is confidential and can not be used to solicit participation in any research project.

The EC will issue a decision after reviewing the application. A meeting with the researcher may be requested. It may also be necessary to hold a meeting to inform the community about the proposed research explaining the project and seeking comments from the community.

Conducting research without going through the above procedure contravenes the rules set forth by ICP. The researchers will assume full responsibility for their action. In case of violation, ICP may revoke membership of said researcher and notify its membership of this violation. In addition, the ICP may contact the researcher's institution and ICP has the right to take the appropriate actions to protect rights of its community members.

Thank you in advance for your cooperation.

**The Executive Committee of the Islamic Center of Pittsburgh**