

CUNY has an ongoing agreement with the Federal Office for Human Research Protection (OHRP) of the Department of Health & Human Services concerning all research involving human participants. This agreement requires prior approval of all research proposals and, if applicable, an annual continuing review by an official CUNY HRPP (Human Research Protection Program).

When is it “Human Subjects Research?”

Definition of Research:

- Research – a **systematic investigation** designed to develop or contribute to generalizable knowledge. A “**systematic investigation**” is an activity that involves a prospective research plan which incorporates data collection, both quantitative and qualitative, and data analysis to answer a research question.

Definition of Human Subject

- Human Subject – a living individual about whom an investigator conducting research obtains
 - data through intervention or interaction with the individual, or
 - Identifiable private information

Identifiable Private Information

- Private information – information which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (for example, a medical record).
- Identifiable information – information where the identity of the subject is or may readily be ascertained by the investigator or associated with the information.

When is it Human Subjects Research?

- Depends on
 - How the activity is carried out. Is it a systematic investigation?
 - The purpose of the activity. Is it intended to contribute to generalizable knowledge?
 - Whether the subjects are actually human subjects according to the definition.
 - Living individuals
 - Data obtained is about them
 - Data is obtained through intervention or interaction or private identifiable information is obtained

FOR MORE INFORMATION ON SUBMITTING AN IRB APPLICATION PLEASE GO TO:
<http://www.cuny.edu/research/compliance/human-subjects-research-1.html>

For further information contact Kay Powell, HRPP Coordinator at The Graduate Center:
kpowell@gc.cuny.edu.

Dissertation Proposal Clearance: Human Participants Form

All students who have advanced to Level III and/or when they have received IRB approval for their dissertation research must submit a Dissertation Proposal Clearance: Human Participants Form to:

Kay Powell, HRPP (Human Research Protection Program) Coordinator
Room 8309
212 817-7525, kpowell@gc.cuny.edu

- Every student in every program must submit this form – regardless if their research involves human participants.
- The form needs to include the following;
 - 1) A short project abstract (one to two pages) including methodology.
 - 2) Advisor’s signature.
 - 3) If applicable, a copy of the IRB approval letter.
- The form becomes part of the student’s file in the Registrar’s Office and the “Human Subjects Hold” is removed from their record.
- A student will not be able to deposit their dissertation unless this form has been submitted and accepted.
- All research that involves human participants (including informal interviews or pre-existing data) needs to be reviewed and approved by the IRB before research can begin.
- IRB approval cannot be given retroactively.
- Doctoral students and their advisers must work together to ensure that these requirements are met.

PLEASE NOTE: Not submitting this form DOES NOT prevent a student from any other student activities, e.g. Registration.

Requirement for All Dissertations and Clinical Research Projects

Human Participants Clearance Form

CUNY has an ongoing agreement with the federal Office for Human Research Protection (OHRP) of the Department of Health & Human Services concerning all research involving human participants (including interviews, oral history, and database research). That agreement requires prior approval of all research proposals and, if applicable, an annual continuing review by an official CUNY HRPP (Human Research Protection Program) Office.

To assure compliance with this agreement, The Graduate Center has a requirement that all Ph.D., D.M.A. and D.S.W students must submit a Dissertation Proposal Clearance: Human Participants Form or Clinical Research Project Clearance Form. The Registrar's Office at The Graduate Center sends the forms to all Ph.D., D.M.A. and D.S.W. students when they advance to Level 3 and the form is distributed to all Clinical Doctoral (AUD, DPT, & DNS degrees) students in class. **Students should submit an IRB application to the HRPP Office at the CUNY College with which their faculty advisor has primary affiliation and before research begins.**

If human participants are involved in your research: Before you begin your research, submit a human subjects application to the HRPP Coordinator at the campus where your advisor has their primary affiliation. Applications and guidance information are available at <http://www.cuny.edu/research/compliance.html>.

After your research has been approved by the HRPP Office at your campus, complete the Clearance Form and attach a copy of the approval letter. Submit the form to the Office for Research and Sponsored Programs (address below).

If human participants are not involved in your research: Complete the form and attach your project abstract and methodology and submit to: Kay Powell, HRPP Coordinator, The Graduate Center, Room 8309, 365Fifth Avenue, New York, NY 10016.

If you are uncertain about the classification of your dissertation research, or have any questions, please contact the HRPP Coordinator at your advisor's primary campus.

2/2012 (revised)

The City University of New York

365 Fifth Avenue

New York, NY 10016

DISSERTATION PROPOSAL CLEARANCE: HUMAN PARTICIPANTS

Must be submitted by all students before dissertation deposit

All dissertation proposals that involve research with human participants (including interviews, oral history, and database research) must be reviewed and approved by a CUNY HRPP Committee. The review should take place, and final approval be obtained, during the proposal stage of the dissertation; research involving human participants may not begin until approval has been granted. Approval must be obtained before the research has begun; approval will not be granted for research that has already begun. If the dissertation proposal is changed, the proposal must be reviewed and approved again by the CUNY HRPP Committee.

Any questions should be directed to the HRPP Coordinator at The Graduate Center Kay Powell, HRPP Coordinator, at 212-817-7525, kpowell@gc.cuny.edu.

(Student's Name) (Dissertation Advisor's Name)

(Student's Program) I.D. No. _____

Student's Home Phone & email _____

Project Title: _____

*****REQUIRED: Project Abstract (including methodology); attach and submit this form.*****

Please check one:

_____ YES, this dissertation involves the use of human participants or data from human participants.
Attached is a copy of the IRB approval letter from a CUNY campus.

_____ NO, this dissertation does not involve the use of human participants or data from human participants.

Student's Signature Date

Dissertation Advisor's Signature Date

Send form and abstract to: Kay Powell, HRPP Coordinator. Room 8309

Approved:

Signature, HRPP Coordinator, The Graduate Center Kay Powell _____
Date