Tip Sheet for Students Conducting Human Subjects Research

1. Important Links and Information:
   a. The Human Research Protections Office at CSI has a site at: http://www.library.csi.cuny.edu/irb/
   b. Information related to student’s as researchers: http://www.library.csi.cuny.edu/irb/studentresearch.php
   c. All forms and templates can be found in IRBNet at: www.irbnet.org (requires the person accessing the site to register)
   d. For assistance navigating the IRBNet site, locate the task you are planning to do in the table of contents of the Researcher Manual for Using IRB Net and go to that section for step by step instructions. These can be very helpful when using IRBNet for the first time. The manual can be found at http://www.cuny.edu/research/compliance/human-subjects-research-1/hrpp-policies-procedures.html
   e. You must have a faculty advisor / mentor to guide you through the process. This person must review and sign your application prior to its submission to the HRPP Office.

2. Overview:
   a. Human Subjects Research conducted by students, which is intended for thesis, undergrad research conference, any other conference or publication (CUNY or otherwise) or sharing of information with faculty or students beyond just the teacher-student-classroom relationship, needs HRPP approval.
   b. Students can act as Principal Investigator, but must have a Faculty Advisor review and sign off on their project.
   c. Both student and advisor must take Human Subjects Research (HSR) training (NOT THE REFRESHER COURSE – unless they have already taken the main HSR course). Instructions for this can be found at http://www.library.csi.cuny.edu/irb/cititraining.php
   d. If conducting a research study within the NYC Department of Education’s public school system, you also need NYC DoE Institutional Review Board approval. You can access this information at: http://schools.nyc.gov/Accountability/data/default.htm

3. If the study is human subjects research as described in first bullet of the overview above, what will need to be submitted to the CSI HRPP Office through IRBNet using the Researcher Manual for Using IRB Net as a guide (see “important links and information” above) are:
   a. Initial Application Part I (this is an on-line document that can be hard to find – please try to use the manual referenced in the above bullets for instructions on accessing this document and all other docs in IRBNet).
   b. CUNY Initial Application Part II or Request for Exemption form (can be found in IRBNet under “forms and templates”)
   c. Any supplements that the application asks you to complete. (can be found in IRBNet under “forms and templates”)
   d. Examples of some supplement forms that may be needed are:
      i. Supplement Q - Multi-Site Study will be necessary if you are conducting your research at a location other than CSI. (can be found in IRBNet under “forms and templates”)
      ii. Supplement A - Children will be necessary if you are planning to work with children. (can be found in IRBNet under “forms and templates”)
      iii. Supplement E - Waiver of Consent or Documentation of Consent – this is often used by individuals who are looking to bypass the adult consent, parental permission, or child assent process. (can be found in IRBNet under “forms and templates”)
   e. If you are not looking to bypass the adult consent, parental permission, and child assent then you must submit those forms you plan to use. (Samples can be found in IRBNet under “forms and templates”)
   f. Recruitment emails, phone script, or letters you plan to use.
   g. If conducting a research study within a school, a letter from the principal of the school giving you permission is required.
   h. If conducting a research study within a New York City Public School, IRB approval from the NYC DoE or a statement in your application that states you are in the process of applying for NYC DoE approval and will submit said approval to CSI HRPP Office before beginning your research.
   i. Any data collection instruments (survey, questionnaire, sample interview questions, etc…)