Office of Research Compliance
Information and Guidance for Research Submissions

IRBManager Access and Instructions

IRBManager is the IRB protocol submission, review, and management system for CUNY human subjects research projects. It can be accessed at https://cuny.my.irbmanager.com/.

From the IRB Manager home page, select “To login using CUNY Login”. You will use your CUNYFirst credentials, where your username is entered as firstname.lastname##@login.cuny.edu followed by the password associated with that username.

If you are a CUNY researcher/research personnel who DOES NOT have CUNYFirst credentials, request an IRB Manager account by emailing (HRPP@cuny.edu) and include the following information in your email:

• First and Last Name
• EMPLID
• DOB (Does not need to be your actual DOB)
• PIN (4 digits – you can make something up)
• CUNY email address

For training videos, FAQs, and additional information about IRBManager, please visit https://www.cuny.edu/research/research-compliance/human-research-protection-program/transition-to-irb-manager/.

Required Research Training

• Required for all CUNY investigators
• Complete the required CITI trainings at www.citiprogram.org.
• Complete BOTH of the following trainings and add them to your IRB application:
  • HSR for Social & Behavioral Faculty, Graduate Students & Postdoctoral Scholars>>Basic (when conducting Human Subjects Research)
  • Responsible Conduct of Research Training>>Basic (when conducting ANY research)
• More info and instructions at http://www.cuny.edu/research/research-compliance/training-education/citi-training/

Definition of Human Subjects Research

A project must (1) constitute research; and (2) involve human subjects.

Research

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You must be conducting a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge for an activity to be considered research.

- A systematic investigation must include a plan for data collection and analysis.
- Generalizable knowledge generally includes plans to publish or disseminate research rules outside of the CUNY system.

**Human Subjects**

A human subject is a living individual about whom an investigator (whether professional or student) conducting research: (1) obtains information or biospecimens through intervention nor interaction with the individual, and uses, studies, or analyzes the information or biospecimens; or (2) obtains, uses, studies, analyzes, or generates identifiable private information or identifiable biospecimens.

In summary, in order to warrant IRB review, your project must satisfy the following three criteria:

1. Be a systematic investigation
2. Be designed to contribute to generalizable knowledge
3. a.) Obtain data (or biospecimens) through intervention or interaction with and individual; OR  
   b.) Obtain, use, study, analyze or generate identifiable private information

If you do not think your project satisfies ALL THREE of these criteria, you can contact the Queens College Office of Research Compliance stating why you don’t think your project satisfies these 4 criteria and we may issue a Not Human Subjects Research Determination outside of the Ideate system via email.


**Exempt Categories**

The IRB application asks “Are you applying for exemption.” Your answer to this question is important and will generate different questions in the IRB application so please review the exemption categories before answer this question. Studies that qualify for exemption are reviewed by the Queens College Human Research Protection Program (HRPP) Administration.

A list of exemption categories can be found here: [http://www.irb.emory.edu/policies/review-types/exempt.html](http://www.irb.emory.edu/policies/review-types/exempt.html)

If you are applying for and receive an exemption determination, consent form is generally not required, but may be good practice.
Research that only includes interactions involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures (including email or internet surveys), interview procedures or observation of public behavior must include an explicit statement and explanation regarding one of the following in the Research Design and Methodology section of the IRB application:

1. The data obtained is recorded by the investigator in such a manner that the identity of the human subjects cannot readily be ascertained, directly or through identifiers linked to the subjects;

2. Any disclosure of the human subjects’ responses outside the research would not reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects’ financial standing, employability, educational advancement, or reputation; or

3. The data obtained is recorded by the investigator in such a manner that the identity of the human subjects can readily be ascertained, directly or through identifiers linked to the subjects.

**Expedited Categories**

A list of expedited categories can be found here: https://www.hhs.gov/ohrp/regulations-and-policy/guidance/categories-of-research-expedited-review-procedure-1998/index.html. Studies that quality for expedited review are reviewed by one member of the CUNY University-Integrated (UI) IRB.

**Greater than Minimal Risk Studies**

Greater than Minimal Risk studies are generally those studies where the probability and magnitude of harm or discomfort anticipated as a result of an individual’s participation in the research are greater than those ordinarily encountered in daily life or during the performance of routine physical and psychological examinations. These studies are reviewed by a panel of the CUNY-UI IRB.

**Recruitment**

- All recruitment materials need to be submitted as an attachment. This includes website text, emails, social media posts, posters, flyers, oral recruitment scripts, text to be advertised on social media, etc.
- Recruitment materials should include:
  - PI name
  - Statement about whether or not compensation will be provided
  - Clear statement that the study is research
  - Contact info
  - Study title
  - Brief mention of eligibility criteria
• Clearly state whether or not you will have access to email addresses or any other contact information as part of the recruitment process.

• State whether or not you will be using SONA or another subject pool.

• If the study involves online surveys or questionnaires, state how the survey links will be distributed.

Research Involving Vulnerable Populations

Pregnant Women


Children


Prisoners


Prisoner research cannot be exempt research.

Prisoner research funded by the Department of Health and Human Services (HHS) requires Queens College Administration to make a special notification to the Office of Human Research Protections. See list of HHS agencies below and make special note whether or not your projects is funded by HHS in your IRB application.

https://www.hhs.gov/about/agencies/hhs-agencies-and-offices/index.html

Research Involving Cognitively Impaired Individuals

• State who will assess the potential participant’s capacity to consent and how this will be done. Whenever possible, this should be done by independent evaluators (i.e., those not involved in research) should assess capacity to ensure that only appropriately screened individuals may be enrolled.

• Detail procedures for providing notice to the participant and, if necessary, the Legally Authorized Representative (LAR), regarding the capacity assessment. Opportunities for objection and review are integral to the protection of all research participants. Researchers should provide notice to the participant and/or LAR that an assessment will be conducted, as well as the results of the assessment, and any consequences of a determination of incapacity. Potential participants and/or surrogate decision-makers should be notified of a planned capacity assessment, as well as the results of the assessment and any consequences of a determination of incapacity.
• Attest that the LAR will be identified according to the surrogate hierarchy of the Family Health Care Decisions Act.

• Obtain assent, if possible, from the cognitively impaired individual. If assent cannot be obtained, this individual must not dissent. Signs of dissent may not be obvious. If signs of dissent are present or – where assent is possible – assent is not provided, researchers may not enroll or allow continued participation of the individual.

• Provide scientific rationale for including cognitively impaired individuals in research that does not explicitly study medical conditions that impair capacity.

**Risks**

Risks must *always* be included in the informed consent form and in the IRB application

• Breach of confidentiality is always a risk of human subjects research. Also include this in the consent form.

• There may often be emotional discomfort or stress associated with surveys

• Include all other risks of the research

**Certificate of Confidentiality (CoCs)**

• Protect researchers from being required to disclose information collected as part of a research study in any Federal, State, or local civil, criminal, administrative, legislative, or other proceedings.

• CoCs should be considered when researchers are collecting identifiable information related to illegal activities, drug, alcohol use, stigmatizing behavior, HIV/AIDS and other STDS, mental well-being, genetics, and sexual experiences and preferences.

• CoCs do not remove the need for mandated reporting or reporting otherwise required by federal, state, local laws. Data protected under CoCs may still also be disclosed when it is necessary for medical treatment or other uses consented by the individual and other scientific research that is in compliance with applicable Federal regulations governing the protection of human subjects in research.

• Language must be added to informed consent notifying the participants that you have obtained a CoC.

• CoCs are issued automatically for all NIH-funded projects.

• CoCs only apply to research in the U.S.

See more information and how to apply for a CoC here [https://grants.nih.gov/policy/humansubjects/coc.htm](https://grants.nih.gov/policy/humansubjects/coc.htm)

**Privacy and Confidentiality**

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• State whether or not you will have access to subject emails or any other identifiable information during recruitment or at any point throughout the study. If you will, then all references to anonymity need to be removed throughout the protocol.

• List any and all identifiable data points that will be collected as part of data collection.

• Signed consent forms and any other physical materials with identifiable information should be kept in a locked cabinet in a locked office or laboratory at Queens College or CUNY institution.

• Consent forms and other identifiable information should be kept separate from any study data.

• A list of research personnel that also has access to the consents or identifiable information must be included.

• Storage of Identifiable data on computers, hard drives, USBs, and mobile devices should include info on encryption, password protected files, computers issued by Queens College or CUNY. State how, where will the data will be secured (e.g. password protected file on password protected computer at Queens College).

• Identifiable data in clouds should use one of the CUNY approved cloud services (Microsoft Teams, Dropbox, Sharepoint) and include info on encryption and password protection.

• State if data will be stored without any identifiers or with codes, etc. If the data is coded, codes and identifiable data should be stored separately.

• Identifiable information should not be stored on student researchers’ computers after the study has ended.

Consent

• Consent templates and guidance is located at [http://www.cuny.edu/research/research-compliance/human-research-protection-program-hrpp/hrpp-policies-procedures/](http://www.cuny.edu/research/research-compliance/human-research-protection-program-hrpp/hrpp-policies-procedures/)

• Documented consent (signed form) may not be needed for studies that qualify for exemption, but may be good practice.

• When names and signatures are on a consent form, it becomes identifiable information and increases the risk of breach of confidentiality.

• Use internet or oral consent (waiver of documentation of informed consent) when appropriate and applicable. Projects where waiver of documented informed consent (no signed consent form) would be applicable are:

  • The only record linking the subject and the research would be the informed consent form and the principal risk would be potential harm resulting from a breach of confidentiality. Each subject (or legally authorized representative) will be asked whether the subject wants documentation linking the subject with the research, and the subject’s wishes will govern; OR

  • The research presents no more than minimal risk of harm to subjects and involves no procedures for which written consent is normally required outside of the research context;

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Audio/Video Recording

- State how audio recordings will be secured in the Privacy and Confidentiality section
  - when/if they will be transcribed and destroyed?
  - what type of device they will be recorded on?
  - what security/password/encryption protections does the device/application provide?

Compensation

- Include the method (cash, check, gift card, etc.), timing (at what point will they receive the compensation) and amount of compensation.

- Clearly state whether or no payments will be pro-rated in the IRB application and in the consent form. E.g. if a subject partially completes a study procedure or completes some of the procedures but not all, will they receive partial payment?

- Single raffle prizes cannot exceed $100; series of prizes cannot exceed $1,000. Notify participants of when winner will be announced in consent or recruitment material. No one under 18 can participate. Cannot be advertised to general public - TV, radio, social medial, etc. See more at https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/research/research-compliance/human-research-protection-program-hrpp/hrpp-policies-procedures/Raffles.pdf

Family Educational & Rights & Privacy Act (FERPA)

FERPA aims to keep Personally-Identifiable Information (PII) in student educational records private and accessible only by the student (or parents if student <18). PII is any info that would allow a reasonable person in the school community to identify the student with reasonable certainty.

Two Ways to Obtain PII for Research Purposes

- Have students sign FERPA release form (strongly encouraged)

- Under the “Studies Exception”

  - May obtain PII if conducting a study for the purpose of developing, validating, or administering predictive tests; administering student aid programs; or improving instruction.

  - Improving instruction - to ascertain effectiveness of educational activities and refine programs and practices to improve student outcomes.

Research Under Studies Exception

- Must be conducted in a manner that does not allow personal identification of parents and/or students by individuals other than research team.
• Must be destroyed when no longer needed for study purposes.

• Researchers (internal and external to CUNY) who wish to use student data must execute a written agreement with CUNY that includes specific elements.

• To request data from QC OIE send an email to qc.oie@qc.cuny.edu that answers:
  • What research questions are you seeking to answer?
  • What data elements do you need?
  • From what year(s) or term(s) do you need the data?
  • How will this information be used and/or disseminated?

**Entities Authorized to Extract or Release Records for Research**

• Administrative educational data (identifiable or de-identified) housed in CUNY Institutional Research and Assessment Offices can only be released by QC OIE or CUNY Central OIR.

• CUNY faculty or staff researchers who have access to educational records via Blackboard or classwork, ONLY if a) the research records are recorded; and b) results are disseminated in a way students can’t be identified. Can only share de-identified info with other CUNY faculty or staff researchers in this situation.

• Any other CUNY offices not mentioned above can only provide identifiable educational records for research ONLY after approval from CUNY Legal.


**Research in NYC Public Schools**

• Research being conducted in NYC Public Schools requires approval from the NYC DOE IRB. Include the name of the school(s) where you are conducting the research in the Research Design section of the application.

• State that you are seeking NYC DOE IRB approval in the Research Design section and that you will add it as an amendment to your IRB application once you receive it. If you have already received approval from the NYC DOE IRB, upload it as an attachment.

• Provide approval letters from school administrators allowing you to conduct research.

**Engagement**

In general, an institution is considered engaged in a particular non-exempt human subjects research project when its employees or agents for the purposes of the research project obtain:

1. Data about the subjects of the research through intervention or interaction with them

2. Identifiable private information about the subjects of the research; or

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3. The informed consent of human subjects for the research.

The Office of Human Subjects Research Protections (OHRP) provides detailed guidance and a number of scenarios where an institution would and would be considered engaged.


**Collaborative Research**

With any collaboration, it is important to contemplate the many facets of the collaborative research endeavor before beginning the research. These arrangements should be outlined in written agreements.

**Research Collaboration Agreements**

- Research being conducted in NYC Public Schools requires approval from the NYC DOE IRB. Include the name of the school(s) where you are conducting the research in the Research Design section of the application.
- IRB Authorization Agreements (involves another engaged institution). Not required for exempt research
- Data Use/Transfer Agreements
- Data storage/retention/stewardship Agreements
- Independent Researcher Agreements
- Authorship and Ownership of Intellectual Property Agreements
- Materials Transfer Agreements

More Info at https://www.cuny.edu/research/research-compliance/research-agreements/

**International Research**

If conducting human subjects research in another country, you must consider differing regulations, laws, and guidelines that govern such research in these nations. International research may require local context review or review by IRB equivalent in that country.

The International Compilation of Human Research Standards (https://www.hhs.gov/ohrp/sites/default/files/2020-international-compilation-of-human-research-standards.pdf) is an amazing resource that outlines over 1,000 of these standards in 133 countries, as well as standards from a number of international and regional organizations. The document covers:

1. General human subjects research
2. Drugs, Biologics, and Devices
3. Clinical Trial Registries
4. Research Injury

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5. Social-Behavioral Research (also see Description and Analysis of Social-Behavioral Research Standards: https://www.hhs.gov/ohrp/international/social-behavioral-research-standards/index.html)

6. Privacy/Data Protection (also see Privacy International reports: https://www.privacyinternational.org/reports)

7. Human Biological Materials

8. Genetic (also see the HumGen International database: http://www.humgen.umontreal.ca/int)

9. Embryos, Stem Cells, and Cloning

Additional Resources

CUNY HRPP Polices, Procedures, Guidance, and Templates: https://www.cuny.edu/research/research-compliance/human-research-protection-program-hrpp/

Queens College Office of Research Compliance: https://www.qc.cuny.edu/about/administration/Provost/ORC/Pages/default.aspx?

Human Research Protections Program (HRPP) and Institutional Review Board (IRB) Overview: https://www.qc.cuny.edu/about/administration/Provost/ORC/Pages/IRBOverview.aspx

45 CFR 46, the Common Rule regulations for Research Involving Human Subjects: https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=83cd09e1c0f5c6937cd9d7513160fc3f&pitd=20180719&n=pt45.1.46&r=PART&ty=HTML

OHRP Educational Resources:


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