INSTITUTIONAL REVIEW BOARD APPLICATION FOR IRB AUTHORIZATION

INSTRUCTIONS

Individuals seeking to conduct research studies that involve either the faculty, staff, students, or administration of the college or utilize the College's facilities ***must*** get both project approval and IRB authorization before the collection of data commences. Per definition by the U.S. Department of Health and Human Services (HHS), research is defined as "a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge" If an activity uses human subjects data that is regularly and routinely gathered at the institution, does not require new, additional, or significantly altered data gathering procedures, or if the activity is not sponsored by an external agency or does not test a hypothesis, it probably is **not** research (e.g. assessment of student learning). Specifically, the following activities conducted by the College's internal constituents at Suffolk County Community College are always exempt from IRB review even though they involve human subjects:

- Assessment of student learning at the classroom or program level
- Analysis of existing data sets
- Collection of data to fulfill county, state, federal, or system requirements
- Institutional analyses

Although the educational projects or research studies may meet the criteria for exemption, ***all*** external constituents ***must*** complete an application for IRB authorization form. In addition, all internal constituents engaged in activities that meet the definition for research (i.e. dissertation) must complete a form. Completion of this form is ***highly*** recommended if there is any question or doubt about whether a project or study involving human subjects or the analysis of potentially sensitive data requires IRB authorization. Should the IRB be made aware of a project that should have been authorized before initiation, a letter will be sent from the IRB noting that the project or study must be halted while a review is conducted. The types of reviews and timelines are presented in the IRB Policy and Standard Operating Procedures Manual.

ACTIVITIES EXEMPT FROM COMMITTEE REVIEW

Federally funded Education/Research activities involving human subjects in the following categories may be exempt from review by SCCC's Institutional Review Board. The principal investigator/project director is authorized to make the first determination of eligibility for exemption, however, the College makes the final determination on exemption prior to providing authorization.

*The following exemptions do **NOT** apply when (a) **deception** of subjects may be an element of the research; (b) subjects are **under the age of eighteen**; (c) the activity may **expose the subject to discomfort or harassment** beyond levels encountered in daily life; or (d) **fetuses, pregnant women, human in vitro fertilization, children, or individuals involuntarily confined or detained in penal institutions** are subjects of the activity.*

EXCEPT FOR THE ABOVE EXCLUSIONS, the federally-approved Categories of Exemption are:

1. Research conducted in established or commonly accepted educational settings involving normal educational practices, such as: (a) research on regular and special education instructional strategies; (b) research on the effectiveness of or the comparison among instructional techniques curricula, or classroom management methods.

2. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (a) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; **and** (b) any disclosure of the human subjects' responses outside the research reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation.

3. Research involving the use of educational tests (cognitive, diagnostic, aptitude, or achievement), survey procedures, interview procedures, or observation of public behavior that is not exempt under Category 2 if: (a) the human subjects are elected or appointed public officials, or candidates for public office, **or** (b) federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

4. Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified directly or through identifiers linked to the subjects.

5. Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine: (a) public benefit or service programs; (b) procedures for obtaining benefits or services under those programs; (c) possible changes in or alternatives to those programs or procedures; or (d) possible changes in methods or levels of payment for benefits or services under those programs.

6. Taste and food quality evaluation and consumer acceptance studies: (a) if wholesome foods without additives are consumed, or (b) if a food is consumed that contains a food ingredient or at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe by the U.S. Food and Drug Administration or approved by the U.S. Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

Exempting an activity from review does not absolve investigator(s) from ensuring that the welfare of human subjects in the activity is protected and methods used and information provided to gain subject consent are appropriate to the activity.

Please submit this form to Dr. Helen C. Wittmann, IRB Co-Chair, at wittmah@sunysuffolk.edu. For any questions, please contact Dr. Wittmann via e-mail or phone at 631-451-4828.

*To fill out the following form, either open in Internet Explorer or save the form as a PDF and open in Adobe Reader or Acrobat

Educational Project/Research Protocol Summary Form

Title of Education or Research Grant Project

Principal Investigator/Project Director	**Phone Extension**	**Email address**
Co-investigator	**Phone Extension**	**Email address**
Co-investigator	**Phone Extension**	**Email address**

Projected Duration of Project: **Projected Starting Date:**

Form Submission Date

Exempt? (see definitions on page one – check one) 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ N/A ☐

SUMMARY ABSTRACT: Please supply the following information below: BRIEFLY describe the study participants, location(s) of the project, procedures to be used for data collection, whether data will be confidential or anonymous, disposition of the data, who will have access to the data. Attach copy of the home institution's IRB Approval (if applicable), research protocol, and informed consent form.

Limit 1000 Characters

Are the following included as attachments (**required**)?

	Yes	N/A
Home institution's IRB Approval	○	○
Research protocol	○	○
Informed consent form	○	○

Is a letter of support from SCCC required? Yes ○ No ○

To be completed by the Co-Chair of the SCCC IRB

Project Reviewed by IRB Chair ☐ **Name:** **Title:**			**Date**
Project Approved by Executive Administrator ☐ **Name:** **Title:**			**Date**
IRB Chair: Check 1 box:	☐ **Authorized as Exempt**	☐ **Authorized through an Expedited Review**	☐ **Referred to Board for full Review**
IRB Number			
Notes:			