IRB Chart #1
IRB Review Determination Tree

Do any of the following statements apply to the proposed research?

1. The research will not involve obtaining information about living individuals.
2. The research will involve the collection or study of publicly available existing data, documents, records, pathological specimens, or diagnostic specimens.
3. The research will involve the study of existing data collected and recorded by the researcher in such a manner that participants cannot be identified, directly or through identifiers linked to the participants.
4. The research will be conducted within the classroom, involving normal educational practices. Note: If at any point the research is presented to the public (e.g., at a poster session or as a publication) or involves non-classroom participants, this classroom exception does not apply.

yes → Your research does not require IRB review.

no →

Is the research being conducted as part of a class? Independent academic projects (such as Master Theses, Internships, Independent Studies, and Honors projects) do not count as classes for this step.

yes →

Do all of the following statements apply?

1. The human subjects are at least 18 years old or are HWS students.
2. The research does not include protected categories of human subjects.
3. The research involves minimal/no risk to subjects and does not involve deception.
4. If the data collected are not public records or observations of public behavior, informed consent will be obtained; and the data and identities of subjects will remain confidential.
5. The research will not be published or otherwise disseminated outside the HWS community (meaning faculty, staff, and students of the Colleges) before obtaining additional approval from the IRB.
6. All observations or data that can be linked to or identified with specific human subjects will be destroyed upon completion of the research project. The remaining data will not be used in any other faculty or student research before obtaining additional approval from the IRB.
7. The faculty supervisor has completed the online CITI Human Subjects Research Course.

no → Submit Form C, Application to Conduct Course-based Student Research with Human Subjects.

If research was previously approved through a Form C and needs to be continued beyond the approved end date, submit Form C – Continuation.

yes → Submit Form D, Application for Exemption from IRB Review for Course-based Student Research with Human Subjects.

no →

Does the research involve protected categories of human subjects?

no →

Does all of the involvement with the subjects fall into an exempt category?

no → Submit Form A, Application to Conduct Research with Human Subjects.

If research was previously approved through a Form A application and needs to be continued beyond the approved end date, submit Form A – Continuation.

yes → Submit Form B, Application for Exemption from IRB Review for Research with Human Subjects.

yes →

Does the research involve contact with the subjects?

no → Submit Form B, Application for Exemption from IRB Review for Research with Human Subjects.

yes → Submit Form A, Application to Conduct Research with Human Subjects.

If research was previously approved through a Form A application and needs to be continued beyond the approved end date, submit Form A – Continuation.