# APPLICATION TO HUMAN SUBJECTS REVIEW COMMITTEE—ABBREVIATED FORM THE NEW SCHOOL

The Abbreviated Form is to be used for eligible short-term class projects (e.g., Research Methods, Methods of Inquiry,

etc.) that are deemed to involve minimal risk to participants and do not involve the use of protected populations. Eligibility will be determined by the following two step process: First, will your study use as participants any of the following protected populations? Minors (under 18 years) Pregnant women Fetuses Prisoners Institutionalized mentally disabled If the answer is "yes" to any of the above populations, you MAY NOT use the abbreviated form. You must instead use the full application found on The New School for Social Research Department of Psychology site at http://www.newschool.edu/gf/psy/links.htm. If the answer to all of the above is "No," you may submit this application to the IRB. The IRB reviewer will determine the second and final step of eligibility for abbreviated application. Studies that are eligible will be processed within 10 days of your submission date. If the study is not eligible, the IRB reviewer will notify you of the need for a full application. Please note that IRB applications for MA Thesis and Ph.D. Dissertation projects MAY NOT be made on this form. The full application must be used. Only complete Applications will be reviewed. Principal Investigator (PI): Semester: Course Title: Instructor's Name: Project Title: PI's Mailing Address: Phone Numbers (work, home, cell): E-mail address: Faculty Supervisor: I agree to use procedures with respect to safeguarding human subjects in this activity that conform to University policy. I agree to obtain prior approval from the Committee for any modification in the approved protocol or approved consent form(s). I will promptly report any unexpected or significantly adverse effects to the Committee within 72 hours of their occurrence, and within 24 hours if the situation represents an emergency. I will submit an application for continuing review before the expiration date of this approval. Principal Investigator Signature: Date: Rev. 12/05

## **EXEMPT RESEARCH:**

Requests for exemption from Committee review must include the information requested on all pages of this application. The full proposal, recruitment materials, consent forms, etc. must also be submitted. If exempt status is granted, the study will no longer be under the jurisdiction of the Committee, unless procedures are revised which deviate from those originally reviewed by the Committee. Research procedures involving prisoners, pregnant women, fetuses, or the institutionalized mentally disabled are not eligible for exempt status.

# **Exemption May Be Claimed Under the Following Categories:**

- 1. Research conducted in established or commonly accepted educational settings involving normal educational practice.
- 2. Research involving the use of educational tests, surveys, interviews, or observation of public behavior where identifiers are not recorded by the investigator(s) and where there is neither a risk of harm to subjects nor information sought concerning sensitive aspects of the subjects' own behavior. (This exemption does not apply to research involving surveys and interviews with children. This exemption does not apply to observation of public behavior in children when the investigator participates in the activities being observed, for example, in classroom situations where the researcher is taking part in the classroom activities being studied.)
- 3. Research involving the use of educational tests, surveys, interviews, or observation of public behavior that is not exempt under the above category *if*: (a) 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. (This exemption does not apply to research which deals with sensitive aspects of the subjects' own behavior).
- **4.** Research involving the collection or study of existing data, documents, records, pathological or diagnostic specimens, where 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 them.
- 5. Research or evaluation conducted or approved by **federal** department or agency heads which are designed to study:
  (a) public benefit or service programs, (b) procedures for obtaining benefits or services under those programs, (c) changes or alternatives to those programs or procedures, or (d) changes in methods or levels of payment for benefits or services under those programs. (This exemption only applies to specific research/evaluation projects instituted by the head of a federal agency).
- **6.** Taste and food quality evaluation and consumer acceptance studies *if* wholesome foods without additives are consumed **or** if a food is consumed that contains a food ingredient 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 FDA, or approved by the EPA or the Food Safety and Inspection Service of the US Department of Agriculture.

I believe my research can be classified as exempt under category number(s)	above for the following reasons
(Append continuation page if needed).	

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PI:			
If your research is not exempt, please continue.			
Will there be performance sites outside of The New School?	yes	no	
Does the study involve deception (procedures by which subjects are purposely led to false beliefs or assumptions)?	☐ ye	es no	
Does the study involve more than minimal risk to subjects (i.e., risk greater than that incurred in ordinary activities or tasks of daily living)?	☐ ye	es no	
Has this study been previously approved by the Committee?	☐ ye	es no	
IF YES, have procedures involving human subjects changed?	☐ ye	es no	
IF YES, please provide details on a separate page.			
Purpose of Study: Briefly describe the purpose of your study.			
Subject Selection and Number: Describe the criteria for subject selection (age etc.) and state the number of subjects you intend to recruit.	e, gender, ethnic	city, non-English s	peaking
Method of Recruitment: Where and how will you recruit your subjects (school, fliers, advertisements, etc.)?	work, etc., by n	neans of verbal app	roach,
Describe how subjects will be informed about your study when you approach th	em (e.g., provid	le script):	

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PI:	

# PROCEDURES TO BE FOLLOWED

Provide an outline of all procedures to be followed. Attach copies of questionnaires and/or interview questions with this application, including non-English translations.

#### INFORMED CONSENT

Informed consent must be obtained before collecting data from subjects. Attach a copy of the consent form(s) to be used. The consent form must list contact information for the Principal Investigator and a representative of the IRB (Madeline Bohm, IRB Coordinator, 212-229-5727 Ext. 3102). Informed consent tips and required elements of informed consent are available from The New School for Social Research, Department of Psychology and The New **Projects** web Sponsored http://www.newschool.edu/gf/psy/links policiesandprocedures.htm.

## **CONFIDENTIALITY**

Describe how subjects' confidentiality will be protected (i.e., use of data coding systems; how and where data will be stored; who will have access to data; what will happen to data after the study is completed).

# **Instructions for submission:**

Place completed application packet in the IRB mailbox, which is located in The New School for Social Research Psychology Dept, seventh floor, 80 Fifth Avenue. If mailing in the application, send to IRB Box (c/o the IRB Coordinator), Dept. of Psychology, New School for Social Research, 80 Fifth Avenue, New York, NY 10003.

At the time that the application is submitted, please send an email to the IRB Coordinator at email address irb@newschool.edu, informing the coordinator of your submission. Provide the following information in your email:

- Name of PI, Course Title, and Instructor's Name.
- Title of research.
- PI's email address and phone number.