



REQUIREMENT FOR ALL DISSERTATIONS Dissertation Proposal Clearance: Human Participants form

CUNY has an ongoing agreement with the federal Office for Human Research Protection (OHRP) of the Department of Health & Human Services concerning all research involving human participants (including interviews, oral history, and database research). That agreement requires prior approval of all research proposals and, if applicable, an annual continuing review by an official CUNY Institutional Review Board (IRB).

To assure compliance with this agreement, The Graduate Center has a requirement that all doctoral students who advance to Level 3 after **September 1, 1999** need to submit a **Dissertation Proposal Clearance: Human Participants form**. The Registrar's Office at the Graduate Center sends the forms to students when they advance to Level 3. Students should submit this form and, if applicable, an IRB application to the office indicated below* after their dissertation topic and methodology are approved by their committee and before research begins. If there are substantial methodological changes that affect human subjects, you must notify the IRB.

- **If human participants are involved in your research:** Before you begin your research, submit a human subjects application to CUNY's IRB following the procedures and instructions contained in the *CUNY Principal Investigator's Manual for Submitting Proposals for Review by the CUNY Institutional Review Boards*. The applications and manual are available on the Office for Research and Sponsored Programs' website at <http://inside.gc.cuny.edu.orup>, and in Room 8309. **NOTE:** The review may be conducted by an IRB at any of the CUNY campuses. A copy of the IRB approval letter from the CUNY campus must be submitted with the dissertation form.

After your research has been approved by the IRB, complete the Dissertation Proposal Clearance: Human Participants form and attach a copy of CUNY's IRB approval. Submit the form to the Office for Research and Sponsored Programs (address below).

- **If human participants are not involved in your research:** Complete the form and attach your project abstract and methodology and submit to: *Kay Powell, The Graduate Center, Room 8309, 365 Fifth Avenue, New York, NY 10016.

If you are uncertain about the classification of your dissertation research, or have any question, please contact Kay Powell, IRB Administrator, The Graduate Center (212) 817-7525 kpowell@gc.cuny.edu.

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