Requirement for All Dissertations and Clinical Research Projects
Human Participants Clearance 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 Ph.D., D.M.A. and D.S.W students must submit a Dissertation Proposal Clearance: Human Participants Form or Clinical Research Project Clearance Form. The Registrar’s Office at The Graduate Center sends the forms to all Ph.D., D.M.A. and D.S.W. students when they advance to Level 3 and the form is distributed to all Clinical Doctoral (AUD, DPT, & DNS degrees) students in class. 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. Applications and guidance information are available at the website for the Office for Research and Sponsored Programs, http://web.gc.cuny.edu/orup/ (select Human Subjects) and in Room 8309.

After your research has been approved by the IRB, complete the Clearance 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, IRB Administrator, 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 questions, please contact Kay Powell, IRB Administrator, The Graduate Center (212) 817-7525, kpowell@gc.cuny.edu

8/2010 (revised)
DISSERTATION PROPOSAL CLEARANCE: HUMAN PARTICIPANTS

Must be submitted by all students before dissertation deposit

All dissertation proposals that involve research with human participants (including interviews, oral history, and database research) must be reviewed and approved by The Graduate Center’s Committee on the Protection of Human Subjects or another CUNY campus Institutional Review Board (IRB). The review should take place, and final approval be obtained, during the proposal stage of the dissertation; research involving human participants may not begin until approval has been granted. Approval must be obtained before the research has begun; approval will not be granted for research that has already begun. If the dissertation proposal is changed, the proposal must be reviewed and approved again by the Committee or IRB.

Any questions should be directed to Kay Powell, IRB Administrator, at 212-817-7525, kpowell@gc.cuny.edu.

________________________________________________    ____________________________________
(Student’s Name)                                             (Dissertation Advisor’s Name)
__________________________________________________________
(Student’s Program)                                         I.D.No.________________________________________

Student’s Home Phone & email ________________________________
ProjectTitle:______________________________________________
______________________________________________________________________________________

***REQUIRED: Project Abstract (including methodology); attach and submit this form.

Please check one:

_____ YES, this dissertation involves the use of human participants or data from human participants. Attached is the CUNY IRB approval letter or application.

_____ NO, this dissertation does not involve the use of human participants or data from human participants.

__________________________________________________________
Student’s Signature                                             Date

__________________________________________________________
Dissertation Advisor’s Signature                               Date

Send form and abstract to: Kay Powell, IRB Administrator, Room 8309

Approved:

__________________________________________________________
Richard G. Schwartz, Ph.D.                                     Date
Signature, Chair, The Graduate Center Committee on the Protection of Human Subjects