Guide for Conducting Research with CUNY Student:

This document has been compiled by the GC HRPP staff to guide researchers in the conduct of human subjects research activities with CUNY students, faculty, staff, and other affiliates. Please be advised that each campus within the CUNY system grants different permissions and has different procedures for conducting research with CUNY affiliates as subject populations. Researchers must contact each individual HRPP Office for each CUNY campus where CUNY affiliates will be recruited or otherwise involved in human subjects research prior to the initiation of any research activities.

Approval from the CUNY UI-IRB does not guarantee permission to carry out research on specific CUNY campuses or with specific CUNY populations.

In addition to the campus-specific information below, please refer to the following link for additional information:

http://www2.cuny.edu/research/research-compliance/human-research-protection-program-hrpp/hrpp-policies-procedures/recruitment-of-students-as-research-subjects/

Baruch College

* Documentation of CUNY HRPP/IRB approval must be provided to the Baruch College HRPP Coordinator prior to initiation of any research activities.

* Projects will be approved on a case-by-case basis as long as they conform to established administrative guidelines and adhere to CUNY HRPP Policies and Procedures.

* Baruch does not allow CUNY researchers to directly recruit/enroll students, faculty or staff for research purposes without a Baruch College Affiliated Sponsor. Sponsors can only be Full-Time Faculty or Staff Members of Baruch College.

* CUNY Researchers that obtain permission from a Baruch College Sponsor to conduct research must obtain permission from the Baruch HRPP Office prior to the initiation of research activities.

Website: http://www.baruch.cuny.edu/hrpp/CUNYResearcherInformation.htm

HRPP Coordinator: Keisha Peterson
646-312-2217
keisha.peterson@baruch.cuny.edu

Borough of Manhattan Community College

* Documentation of CUNY HRPP/IRB approval as well as a description of the research must be provided to the BMCC HRPP Coordinator prior to initiation of any research activities.
* The PI must have a point of contact at BMCC (a faculty or staff collaborator) that will assist the PI in handling the logistics of their study at BMCC (recruitment, rooms for interviews, etc.)
* The BMCC HRPP Coordinator will make a recommendation to the BMCC President and Provost who provide the final decision as to whether the study will be allowed.

**HRPP Coordinator: Helene Bach**  
212-220-8320 ext 7980  
hbach@bmcc.cuny.edu

**Bronx Community College**

* Documentation of CUNY HRPP/IRB approval must be provided to the BCC HRPP Coordinator prior to initiation of any research activities.  
* Researchers are required to complete a short application, available by submitting a written request to the BCC HRPP Coordinator.  
* Final approval is obtained from the BCC Dean of Academic Affairs.

**HRPP Coordinator: Alexander Wolf**  
718-289-5525  
alexander.wolf@bcc.cuny.edu

**Brooklyn College**

* Documentation of CUNY HRPP/IRB approval must be provided to the BC HRPP Coordinator prior to initiation of any research activities.  
* The BC HRPP Office obtains final permission for any proposed research with its affiliates from the Office of the Provost.  
* Note: Requests are handled on a case-by-case basis.

**HRPP Coordinator: Natalie Wright**  
718-951-5000 ext 3829  
nwright@brooklyn.cuny.edu

**College of Staten Island**

* Please contact the CSI HRPP Coordinator for assistance.

**HRPP Coordinator: Susan Brown**  
718-982-3867  
susan.brown@csi.cuny.edu

**City College of New York**

* Please contact the CCNY HRPP Coordinator for assistance.

**HRPP Coordinator: Tricia Mayhew-Noel**  
212-650-7902  
tmayhewnoel@ccny.cuny.edu
CUNY Graduate Center

* Please contact the GC HRPP Coordinator for assistance prior to initiation of any research activities.
* Requests are handled on a case-by-case basis.

HRPP Coordinator: Marianna Azar
212-817-7522
mazar@gc.cuny.edu

CUNY Graduate School of Journalism

* No information has been provided.

No HRPP Coordinator designated. Please contact the Office of Research Compliance for guidance: hrpp@cuny.edu

CUNY Graduate School of Public Health and Health Policy

*Documentation of CUNY HRPP/IRB approval must be provided. Information about the project and desired SPH involvement should be sent to hrpp@sph.cuny.edu.
* The Associate Dean for Research will review the information, and the HRPP office will subsequently notify the PI of the decision.

HRPP Coordinator: Kristen Cribbs
602-686-0038
kristen.cribbs@sph.cuny.edu

CUNY School of Law

* No information has been provided.

* No HRPP Coordinator designated. Please contact the Office of Research Compliance for guidance: hrpp@cuny.edu

CUNY School of Professional Studies

* Please contact the SPS HRPP Coordinator for assistance.

HRPP Coordinator: Arita Winter-Potter
646-664-8918
hrpp@cuny.edu

Guttman Community College
* Documentation of CUNY HRPP/IRB approval must be provided to the GCC HRPP Coordinator prior to initiation of any research activities.
* Requests are handled on a case-by-case basis.

**HRPP Coordinator:** Chet Jordan  
charles.jordan@guttman.cuny.edu

**Hostos Community College**

* Documentation of CUNY HRPP/IRB approval must be provided to the HCC HRPP Coordinator prior to initiation of any research activities.
* An email must be sent to the Hostos HRPP Coordinator, following the format outlined below:

1. **Name and Title of Principal Investigator:** The PI should include not only their status at their institution but also any other titles that they deem relevant.
2. **Research Request:** Please identify the anticipated participants. **Who** does the PI want to engage in the research? **(students, staff, administration, an academic department, etc.)** and **How?** *(this refers to the methodology-interviews, surveys, observations, audio recordings, etc.)*
3. **Project Title**
4. **Project Summary:** This is usually taken from the research proposal. It provides the purpose and rationale of the project. A copy of the research abstract taken from the proposal should be provided.
5. **HRPP/IRB Status:** IRB approval must already be attained. A copy of the IRB approval letter must be provided.

* The Provost may request further documentation. After consultation, the Provost will inform the HRPP coordinator of the decision, who then officially notifies the researcher.

**HRPP Coordinator:** Rhonda Johnson  
718-518-4214  
HRPPCoordinator@hostos.cuny.edu  
rhjohnson@hostos.cuny.edu

**Hunter College**

* Documentation of CUNY HRPP/IRB approval must be provided to the Hunter College HRPP Coordinator prior to initiation of any research activities.
* Non-Hunter researchers are NOT permitted to recruit in classrooms or use the SONA system.

**HRPP Coordinator:** Sarah Leon  
212-650-3053  
bleon@hunter.cuny.edu

**John Jay College of Criminal Justice**

* Documentation of CUNY HRPP/IRB approval must be provided to the John Jay HRPP Coordinator prior to initiation of any research activities.
* An email must be sent to the John Jay HRPP Coordinator at ji-irb@jjay.cuny.edu, and include the following information: Details on how John Jay affiliates will be recruited, what procedures will take place (including what, if any, will take place on campus), and what, if any, connections have been made at John Jay to facilitate the research.
* Additional information will be requested on a case-by-case basis.

**HRPP Coordinator: Lynda Mules**
212-237-8914
lmules@jjay.cuny.edu

**Kingsborough Community College**

* Documentation of CUNY HRPP/IRB approval must be provided to the KCC HRPP Coordinator prior to initiation of any research activities.
* Requests are handled on a case-by-case basis.

**HRPP Coordinator: Carmen Rodriguez**
718-368-5029
crodriguez@kbcc.cuny.edu

**LaGuardia Community College**

* Documentation of CUNY HRPP/IRB approval must be provided to the LCC HRPP Coordinator prior to initiation of any research activities.
* The HRPP Office obtains final permission from the Office of the Provost.
* Neither recruitment nor research activities may take place during class time.

**HRPP Coordinator: Xiwu Feng**
718-482-5623
xfeng@lagcc.cuny.edu

**Lehman College**

* Documentation of CUNY HRPP/IRB approval must be provided to the Lehman College HRPP Coordinator prior to initiation of any research activities.
* The researcher must have a tangible connection to Lehman (for example, work with Lehman faculty).

**HRPP Coordinator: Lisa Peralta**
718-960-7870
lisa.peralta@lehman.cuny.edu

**Medgar Evers College**

* Please contact the MEC HRPP Coordinator for assistance.
New York City Tech Community College

*There is currently a moratorium on all external requests to conduct research at City Tech.

HRPP Coordinator: Eric Rodriguez
718-260-4978
erodriguez@citytech.cuny.edu

Queens College

* Documentation of CUNY HRPP/IRB approval must be provided to the QC HRPP Coordinator prior to initiation of any research activities.
* Upon obtaining CUNY UI-IRB approval, CUNY researchers are allowed to conduct research at Queens College.
* CUNY researchers must obtain permission from the respective Queens College Departmental Chair or Dean prior to recruiting participants.

HRPP Coordinator: Janet Echeverry
718-997-5415
janet.echeverry@qc.cuny.edu

Queensborough Community College

* Researchers must contact the HRPP Coordinator for QCC to inquire into the applicable permissions to conduct research on or with QCC students.

HRPP Coordinator: Linda Reesman
718-281-5253
lreesman@qcc.cuny.edu

York College

* Documentation of CUNY HRPP/IRB approval must be provided to the York College HRPP Coordinator prior to initiation of any research procedures.
* In addition, a York College contact is required for recruitment purposes (the HRPP coordinator can suggest an appropriate contact person).
* HRPP Coordinator works with the Office of the Provost to obtain final permission.

HRPP Coordinator: Deborah Majerovitz
718-262-2694
dmajerovitz@york.cuny.edu