

**Subject:** Researcher's Digest Volume 4

**Date:** Friday, May 29, 2020 at 11:18:27 AM Eastern Daylight Time

**From:** Rebecca

**To:** Banchik, Rebecca

# The Researcher's Digest

May 2020, Volume 4

Human subjects research can be tricky. It can be confusing. But The GC HRPP is here to help. The Researcher's Digest is a monthly newsletter that provides a space to share important updates, reflection on policies, spotlights on investigators and research, and some good fun.

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## COVID-19 Updates

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### General Updates & Helpful Reminders

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## Guidelines regarding online research activities to consider

- Standard data management and confidentiality procedures still apply for recording of data collection and storing research data.
- Consenting requirements are also still in effect. Participants must agree to allow for their information and responses during online sessions to be recorded – whether that’s manually-written, audio, video, or electronic.
- The consent form and the research application under Privacy and Confidentiality must describe the procedures in place to minimize the risks to loss of confidentiality and privacy considerations of participants.

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## Best practices for secure online research visit interactions

- DO use the service’s waiting room to vet who is allowed to access the meeting.

FAQs available from the NYC DOE IRB website for research involving students, faculty, and staff of the DOE.

[Department of Education Research \[cuny.us4.list-manage.com\]](https://cuny.us4.list-manage.com)

[Graduate Center HRPP \[cuny.us4.list-manage.com\]](https://cuny.us4.list-manage.com)

[CUNY Central HRPP \[cuny.us4.list-manage.com\]](https://cuny.us4.list-manage.com)

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## IDEATE

**Reminder:** You must use Firefox when working in the Ideate system.

**Technical Issues?** Email [ideate@cuny.edu](mailto:ideate@cuny.edu) and include screenshots when appropriate.  
**Include:** PI name, submission type, title, protocol number, and description of issue.

**Tip:** Label CITI certificates as CV when uploading to the Attachments tab.

- DO limit the number of attendees allowed to join a meeting.
- DO manage screen sharing through the host account to prevent an attendee from taking over what is shown on the screen.
- DO password protect meeting access.
- DO ensure that meeting attendees are using the latest version of the service's software.
- DON'T share meeting invitations in public forums found on social media or published on websites.

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## Training & Office Hours

Rebecca Banchik offers virtual trainings and overviews of HRPP/IRB via video chat and screen sharing.

Please contact her at [rbanchik@gc.cuny.edu](mailto:rbanchik@gc.cuny.edu) to set up a session.

Additionally be on the lookout for recurring office hours via Zoom hosted by the HRPP.

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## How long does the HRPP take to conduct a review?

Expect a pre-review from the HRPP within 5 business days from submission.

Once project is ready for official review, reviewers have 5 business days to make a determination of approval or send comments.

## Recruitment Methods

There are many ways to successfully recruit participants in your studies. Consider networks you have access to including: listservs, public emails and groups, departmental groups, Facebook contacts.

If you're recruiting via email, the IRB needs to review the email text and any attachments that will be used to invite participants and reach out to groups.

Recruitment materials should not focus on compensation/payment and benefit. The focus needs to be on the eligibility criteria, basic description of the study procedures, time commitment, and how to contact the research team.

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