

**Subject:** Researcher's Digest Volume 7

**Date:** Thursday, August 20, 2020 at 11:09:13 AM Eastern Daylight Time

**From:** Rebecca

**To:** Banchik, Rebecca

# The Researcher's Digest

August 2020, Volume 7

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



**Research: A systematic investigation** including research development, testing, and evaluation designed to **develop or contribute to generalizable knowledge.**

## Reminder Steps to Prepare for Submission to the IRB

### 1. Obtain Ideate access.

Email [ideate@cuny.edu](mailto:ideate@cuny.edu) with the following information:

- (1) Full Name
- (2) CUNY campus and affiliation (faculty/adjunct faculty/full-time staff/post-doc student)
- (3) CUNY email address
- (4) CUNY PORTAL username (NOT CUNY FIRST)

### 2. Complete CITI training.

All personnel listed on the study team must complete the CITI training, not just the PI. Compile the completion certificates for uploading to the Attachments tab in the application.

### 3. Establish a research team.

If you're a student, identify your advisor. Note that your application will go to the HRPP office of the institution at which your advisor is primarily affiliated.



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

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

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## IDEATE

**Reminder:** You must describe in your application whether you're doing audio and/or video recording and fill in the details as prompted in the tabs and sub-tab fields.

**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.

Training Mode	Method
Remote Live Lecture	Schedule a class/lecture and request staff/student attendance for a live event over Zoom. Opportunity for questions at end of session.
Recorded	Request a lecture with slides and video that has been pre-recorded. Post and share for viewing at any time. Allows for viewing and re-viewing any time.
Remote Live Workshop	Schedule a workshop to discuss specific areas of research types or skill such as consent writing, data storage, understanding exemptions. Consider for interactive help session versus lecture.

## Considering Your Target Populations for Research

*You will need to select who you'll be enrolling from a list of the following groups:*

- Non-English Speaking Individuals
- Children

**Please Know:** All students must have a faculty advisor listed on the Research Personnel. Students may act as PI, but cannot conduct a project without faculty advisor participation.

### Procedure Details To Consider & Include In Applications

#### What is the procedure?

- Each separate research procedure needs to be described.
- Detail what the activities or actions are (i.e. surveys about x,y,z or semi-structured interviews with questions about 2,3,4).
- Describe if there is equipment or if there are tools required to complete the activities.

#### Where will it take place?

- Remotely? Over what platform? Audio and/or video? In the home? On the computer?
- In person? What space? Private or public? Name locations.

#### When will it take place?

- Time chosen between researcher and participant?
- If planning in person, note that this will not occur until restrictions are lifted and

- Adults with Impaired Decision-Making Ability
  - CUNY Students
  - Nonviable Neonates or Neonates of Uncertain Viability
  - Fetuses
  - Pregnant Women
  - CUNY Employees
  - Prisoners
  - Healthy Adults
  - Adult Patients
  - Unhealthy Adults
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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.

If you would like a recorded training session on conducting research remotely, please email Rebecca and she can share the video for your viewing.

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**Zoom** office hours are available.

approval to begin has been granted.

### How often?

- Are there multiple study visits?
- How long are the visits?
- How far apart are they?

### Is the procedure optional?

- May participants opt out of this procedure and still participate in other elements of the study?

### What are the risks associated with this procedure?

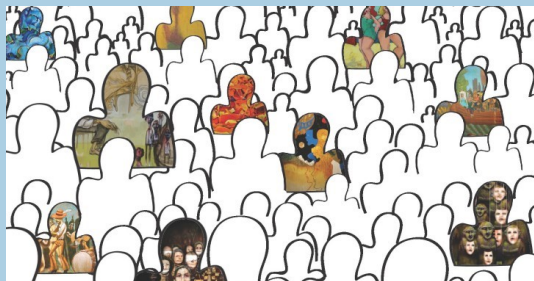
- All research procedures come with some baseline risks, including potential loss of confidentiality of the data.
- List the risks (physical and/or emotional) that are associated with the procedure.
- Consider potential mental health risks.

## 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.

Outlook invites will be sent when a time has been set up.



## Do you Zoom?

Zoom security is a top priority for CUNY.

[Zoom Security Protocols](#)

[\[cuny.us4.list-manage.com\]](#) and [recommendations \[cuny.us4.list-manage.com\]](#) required for those using a license to Zoom for any CUNY related activities.

Information Technology

[it@gc.cuny.edu](mailto:it@gc.cuny.edu)

[it.cuny.edu \[cuny.us4.list-manage.com\]](#)

[view this email in your browser \[mailchi.mp\]](#)

### *Contact Information*

**Phone:** (212) 817-7525

**Email:** [rbranchik@gc.cuny.edu](mailto:rbranchik@gc.cuny.edu)

**Office:** 3300.28

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