Will you, a member of your research team or a collaborator observe, interact with, or intervene with individuals to gather information that will be used for research? Examples:
- Surveys, questionnaires, focus groups, interviews
- Games, experiments in physical or in electronic environments
- Physical or biomedical procedures – imaging, scanning, blood collection, anthropomorphic procedures
- Diet, nutrition studies, taste tests
- Studies examining effectiveness of educational tools or curricula
- Use of instruments or devices, including phones, to collect data or monitor or influence behavior
- Passive observation of public behavior (in physical or online environments, including social media)
- Studies examining individuals’ responses to manipulation of their physical or online environment
- Another activity that involves observation of, or interaction with, individuals to gather information for research

NO, research will use only existing data

The focus of the project is only on products, methods, policies, procedures, organizations: e.g., interviewing transportation staff and officials about parking or transportation policies and procedures.

Not human participant research. No application to the IRB office is needed.

The project may lead to use of the results outside of the course (e.g., for a publication, presentation, thesis, or dissertation).

Refer to IRB Decision Tree #2 on Existing/Secondary data

Is the information being collected ‘about’ individuals?

NO

Is this a class project?

YES

Is this a oral history, ethnographic, or journalistic piece?

NO

Is this a quality assurance/quality improvement/organizational effectiveness study? I.e. to assess, improve, or develop programs or services for an organization?

NO

Will outcomes be generalized for other organizations, programs or services?

YES

Not human participant research. No application to the IRB office is needed.

YES

Will outcomes be generalized for other organizations, programs or services?

NO

Outcomes will remain specific to the organization, programs or services, although other organizations may use the results for their own programs.

NO

Does the project involve stories that will or may draw broad conclusions about the population, cultures, norms and practices; even if no research hypothesis is being tested or validated?

YES

Published materials will be limited to only documenting or reporting on events, situations, policies, institutions or systems without the intent to form hypotheses, draw conclusions, or generalize findings.

NO

Is the sole intent of the project to meet course requirements, with no intention to use the results for something other than the course assignment?

YES

Does Your Project Require an Application to the Millerville IRB Office?

Decision Tree #2

Is this a quality assurance/quality improvement/organizational effectiveness study? I.e. to assess, improve, or develop programs or services for an organization?

YES

Outcomes will remain specific to the organization, programs or services, although other organizations may use the results for their own programs.

NO

Published materials will be limited to only documenting or reporting on events, situations, policies, institutions or systems without the intent to form hypotheses, draw conclusions, or generalize findings.

NO

Does the project involve stories that will or may draw broad conclusions about the population, cultures, norms and practices; even if no research hypothesis is being tested or validated?

YES

Not human participant research. No application to the IRB office is needed.

YES

Refer to IRB Decision Tree #2 on Existing/Secondary data

The project may lead to use of the results outside of the course (e.g., for a publication, presentation, thesis, or dissertation).

The focus of the project is on people or their opinions, perceptions, choices, decisions regarding themselves or how methods, policies, procedures, organizations etc. affect them or their environment.

YES

Is this a class project?

NO

Is the project an oral history, ethnographic, or journalistic piece?

YES

No application to the IRB office is needed.

NO

Project is research with human subjects.
An application to the IRB office and written notice of approval required before the study can begin.
Forms available at www.irb.cornell.edu. Questions? Contact irbhp@cornell.edu
Does Your Research Involving Secondary or Existing Data, Documents or Biological Specimens Require Review by the Cornell IRB Office?

Decision Tree #2

Are the data/specimens about or from individuals who are or may be still living?

NO. Materials are from cadavers, or data is about deceased individuals

Project is Not Human Subjects Research
No application to the MU IRB office needed*

NO. Data is de-identified

Can the provider link the specimens/data, directly or indirectly, to identifiable living individuals?

NO. Provider is solely providing, with no role in the research

YES

Can the recipient link the specimens/data, directly or indirectly, to identifiable living individuals either directly or through a code?

NO

Is the provider a collaborator in the recipient’s research? i.e. involved in the design, conduct or reporting of the research, listed as collaborator on research proposals or protocols, planned sharing of authorship credit.

YES

Recipient has access to identifiable data

YES,

Project is Human Subjects Research
Application to the IRB office and written notice of approval or notice of exemption required before research can begin.

NO

Are the specimens (human cell lines, tissue, etc.) obtained from a producer or supplier of public use data; or

Is all the information about the specimens/data available in the public domain?

NO

Were/will the specimens/data (be) collected specifically for the research through an interaction or intervention with living individuals?

YES

Can the recipient link the specimens/data directly to identifiable living individuals either directly or through a code?

YES

Recipient has access to identifiable data

YES,

Data is publically available

Reference:

Contact the MU Office of Sponsored Programs (www.millersville.edu/spra/irb) if acquiring the data requires a Data Use Agreement or a Materials Transfer Agreement between the provider and recipient.

*Contact the MU Office of Sponsored Programs (www.millersville.edu/spra/irb) if acquiring the data requires a Data Use Agreement or a Materials Transfer Agreement between the provider and recipient.