

REQUIREMENT FOR ALL DISSERTATIONS
Dissertation Proposal Clearance: Human Participants 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 doctoral students who advance to Level 3 after **September 1, 1999** need to submit a **Dissertation Proposal Clearance: Human Participants form**. The Registrar's Office at the Graduate Center sends the forms to students when they advance to Level 3. 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 following the procedures and instructions contained in the *CUNY Principal Investigator's Manual for Submitting Proposals for Review by the CUNY Institutional Review Boards*. The applications and manual are available on the Office for Research and Sponsored Programs' website at <http://inside.gc.cuny.edu.orup>, and in Room 8309. **NOTE:** The review may be conducted by an IRB at any of the CUNY campuses. A copy of the IRB approval letter from the CUNY campus must be submitted with the dissertation form.

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

The Graduate School and University Center
The City University of New York
365 Fifth Avenue
New York, NY 10016

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 _____

Project Title: _____

***** 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 IRB approval letter or application.

_____ **YES**, this dissertation involves the use of human participants or data from human participants.
Attached is a copy of the IRB approval from another CUNY campus.

_____ **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:

Signature, Chair, The Graduate Center Date
Committee on the Protection of Human Subjects