Cornell University
Office of
Research Integrity and Assurance

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News from Your IRB: March 2016

Contents

1. **Interactive Decision Trees:** Does your study constitute "human subjects research"? Is IRB review needed? Which form should you fill out? Walk through the decision trees before you start your application.
   - Is IRB review needed? Interactive Decision Tree 1
   - Which form to submit? Interactive Decision Tree 2

2. **Online Protocol Status Report:** Log in with your NetID to check the status of your protocols and IRB applications.

3. **Exempt, Expedited, Full Board? (What do these terms mean?)**
   - Exempt means your protocol does not need to go to an IRB committee member for review, and can instead be administratively approved by IRB staff. (Exempt does NOT mean that your study is 'exempt' from any review by the IRB office—an application is still needed!)
   - Expedited means your protocol must be reviewed by an IRB committee member. (Expedited does NOT mean that the office will process your application on an accelerated schedule!)
   - Full Board means your protocol needs to be reviewed by the full IRB at one of its monthly meetings.

   Check out our FAQs here.

4. **Expected Turnaround Times:** For complete* applications (those with all required material/training included), you can expect the following turnaround times:
   - 5-7 business days for Exemption requests
   - 15 business days for Expedited applications (New or Renewals)
   - 3-5 business days for Amendments
   - 4-6 weeks for applications requiring Full Board review

*If an application is incomplete, a minimum of 5-7 days will be added to the process. During heavy protocol submission periods (e.g., February-March, September-October), reviews will take longer. We sincerely appreciate your patience and will do everything we can to keep to these timelines.

5. **New Sanitation Guidance for Devices/Objects that Contact Skin:** Are you using a device or object for research purposes that will come into contact with intact human skin? Examples include: pedometers, phones, or other wearable devices, eye trackers, skin surface-only ultrasound. Check out our new guidance: Sanitation Guidance for Devices that Contact Intact Skin

6. **IRB Policy and Guidance for Online Surveys:** A majority of our protocols involve online surveys or social media. We recommend the use of Qualtrics or Cornell's SRI as survey vendors when possible. Check out the following policies/guidance documents for useful tips and IRB requirements:
   - SOP 16 Computer- and Internet-Based Human Participant Survey Research
   - Policy 20 Use of Social Networking Sites or Mobile Devices for Human Participant Research
   - Using secondary data? Please consult Secondary Data Analyses Requiring Review

7. **Human Subjects Research Ethics Training:** Training is mandatory for all research personnel listed on expedited and full board protocols and must be renewed every 5 years. *If your training has expired, you must renew it before September 1, 2016 to avoid delays in protocol approval. Check your training status here

8. **IRB Open Office Hours:** Questions? While you can call us or stop by the office anytime, the IRB staff has dedicated time to answer your questions during our Open Office Hours:
   - Tuesdays, 10 am-12 pm: Room 320-D, East Hill Office Building (395 Pine Tree Road) or via phone at 254-5162
   - Thursdays, 2-4 pm: Room 320-3, East Hill Office Building (395 Pine Tree Road) or via phone at 255-6182

   No appointment necessary. EHOB is accessible via the 82 TCAT bus line.

9. **New Staff:** In October 2015 we welcomed a new IRB Administrator, Janet Jayne, to our team. Janet comes to us from the ILR School where she supported several employment and disability research grants. She can be reached at 255-5138.

Comments or suggestions for your IRB Team? Please contact us: irbhp@cornell.edu

Guilaine D'Amour Senecal 255-8994, Myles Gideon, 255-6182, Janet Jayne, 255-5138, and Vanessa McCaffery, 254-5162