

## Requirement for All Dissertations

### Human Participants Clearance 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 City College has a requirement that all Ph.D. students must submit a Dissertation Proposal Clearance: Human Participants form when they advance to Level 3. Students should submit this form and, if applicable, an IRB application to the Human Research Protection Program (Shepard 108B) 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. Applications and guidance information are available at the website for the [Office of Research Administration](#).

After your research has been approved by the IRB, complete the form below and attach a copy of CUNY's IRB approval. Submit the form to the Human Research Protection Program office (Shepard 108B).

***If human participants are not involved in your research:***

Complete the form below and attach your project abstract and methodology and submit to: Tricia Mayhew-Noel, Research Compliance Administrator, Human Research Protection Program, Shepard 108B.

***If you are uncertain about the classification of your dissertation research, or have any questions, please contact Tricia Mayhew-Noel, Research Compliance Administrator, (212) 650-7902, [irb@ccny.cuny.edu](mailto:irb@ccny.cuny.edu)***

## 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 A CUNY Human Research Protection Program Integrated 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 IRB.

Any questions should be directed to Tricia Mayhew-Noel, Research Compliance Administrator, (212) 650-7902, [irb@ccny.cuny.edu](mailto:irb@ccny.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 CUNY IRB approval letter or application.

\_\_\_\_ **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: Tricia Mayhew-Noel, Research Compliance Administrator, Shepard 108B**

Approved: \_\_\_\_\_

Signature, Chair, Human Research Protection Program

\_\_\_\_\_  
Date