

Does Your Project Require an Application to the Skidmore College IRB Office?

Source: Cornell University IRB Website

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, 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**

**Refer to
[Guidance on
Existing and/or
Secondary Data](#)**

YES

Is the information being collected about individuals?

NO

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.

YES

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.

Is this a **class project**?

YES

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

**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, thesis, or dissertation.

NO

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

YES

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?

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.

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

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

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.

YES

NO

Project is research with human subjects. An application to the IRB Office and written notice of approval is required before the study can begin. Forms are available at <https://www.skidmore.edu/irb/forms/php>.