

Do you have a survey you want to administer at Tompkins Cortland Community College?

Check that your answer is not already available from the TC3 Institutional Research Department:
<https://www.tompkinscortland.edu/college-info/reports-and-surveys>

Yes
No

No need to administer a survey. Project is not a **Human Subjects Research***. No IRB application** is needed.
Institutional Review Board (IRB) is an administrative body established to protect the rights and welfare of human research subjects recruited to participate in research activities conducted under the auspices of the institution with which it is affiliated.

I did not find the answer on the TC3 website.

Will you interact with individuals to gather information that will be used for research? Examples: questionnaires, focus groups, interviews, or surveys.

Yes No

If you need help writing your survey, refer to the **Survey Question Tips sheet.**

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Will you be collecting information about individuals? Examples: personal opinions, perceptions, choices, decisions regarding themselves or how policies, methods, procedures, organizations, etc affect them or their environment.

No
Yes

Projects in which the focus is a business, event, or topic do not normally need IRB review. Example: interviewing bookstore managers to determine how many copies of a new book are displayed in the store, IRB review is not required since data on human subjects is not collected. No IRB application** is needed.

Is this for a class project?

Is the only intent of this project just to meet a course requirements? In other words, there is no intention to use the result for something other than summarizing data for a course assignment.

Yes
No

No Yes

Could the results lead to use for a publication, presentation, thesis or dissertation. Or, could it be used for organizational assessment?

Yes No

Project is not a **Human Subjects Research***. No IRB application** is needed.

Check the **TC3 Survey Question Tips** link. Also search the TC3 **library** and internet for best practices in survey writing. For your survey to be reviewed at the next IRB meeting, submit your survey and IRB application form by the 23rd of the preceding month. Within 3 business days after the IRB meets, you will receive an email indicating approval or non-approval of your application.

It is not possible to retrospectively review and approve a project once data collection has begun. If unsure about how the data could be used, err on the side of caution and submit an IRB application for review.

If you would like documentation indicating that IRB approval is not needed, submit an application for review.

An IRB application** and survey approval is needed before the survey can begin. The IRB meets at the start of each month. Download the **TC3 survey approval request form.** Plan your timeline accordingly.

Student projects should present no more than minimal **risk** to human participants. Student projects require human subjects review if the project meets the **definition of human subjects research.** Subjects in most research projects about human beings must give voluntary, **informed consent**, even if the project does not require human subjects review.