**Instructions and Information:** This is a protected MS Word Document. Save this document to your computer before completion. Check boxes can be activated with a mouse click and text boxes will expand as you input data.

***Does my project need IRB approval?*** Any project that involves the collection of data from human subjects may require review and approval by the Farmingdale State College Institutional Review Board (IRB) **prior to** data collection. If you believe that your project does not meet the definition of research with human subjects as defined on the IRB webpage, please complete this form and email it to IRB@farmingdale.edu. The IRB will make the final determination as to whether your project meets the definition of research.

| **Research Questionnaire** |
| --- |
| 1. **Date:**
 | Enter Date here. |
| 1. **Project Title:**
 | Enter Project Title here. |
| 1. **Principal Investigator (PI):**
 | Enter Principal Investigator (PI) here. |
| 1. **PI’s Institution:**
 | Enter PI’s Institution here. |
| 1. **Office Telephone:**
 | Enter Office Telephone here. |
| 1. **Email:**
 | Enter Email here. |
| 1. Is the intent of this project to contribute to "generalizable knowledge" - the findings are applicable to sites outside of the State University of New York (SUNY)?
 | [ ] Yes | [ ] No |
| 1. Will results of this project be disseminated (presented or published) outside of the State University of New York (SUNY)?
 | [ ] Yes  | [ ] No |
| 1. Will this project be funded by an external agency (e.g., grant)?
 | [ ] Yes  | [ ] No |
| 1. Will this project involve any intervention or interaction, for research purposes, with human subjects, human data or human specimens?
 | [ ] Yes  | [ ] No |
| 1. Will this project involve collecting or accessing identifiable, private information?
 | [ ] Yes  | [ ] No |
| 1. Does your project fall into one of the following categories? (Select all that apply)

*Note that some projects within these categories may require IRB review.*  |
| [ ]  Scholarly or journalistic activities that focus directly on the specific individuals about whom the information is being collected and will not be used to draw conclusions about the larger population, cultures, norms, and practices, or to generalize findings (e.g., oral history, journalism, biography, literary criticism, legal research, and historical scholarship). |
| [ ] Secondary analysis of publicly available data / specimens obtained from a producer or supplier of public use data or for which information about the data / specimens is available in the public domain. |
| [ ] Secondary analysis of de-identified or non-identifiable data. (Additional Information is required. Contact the IRB Office upon submission.) |
| [ ] Institutional assessment / program evaluation for which results are not intended to be generalized or disseminated outside the State University of New York (SUNY).  |
| [ ] Quality assurance / quality improvement / organizational efficiency or other consulting projects for which outcomes will remain specific to the organization, programs, or services, and will not be generalized.  |
| [ ] Class projects for which the sole intent is to meet course requirements with no intention to generalize or disseminate results outside of the course.  |
| [ ] Public health surveillance activities limited to those necessary to allow a public health authority to identify, monitor, assess, or investigate issues of public health importance. |
| [ ] Collection and analysis of information by or for a criminal justice agency for activities authorized by law or court order solely for criminal justice or criminal investigative purposes. [Note: Not intended to include social or behavioral studies of the causes of criminal behavior.] |
| [ ] Authorized operational activities (as determined by each agency) in support of intelligence, homeland security, defense, or other national security missions. |
| [ ] Other (please specify): Click here to enter text. |
| 1. **Project Purpose:** *Define the topic / purpose of the proposed project:*
 |
| Enter Project Purpose here. |
| 1. **Project Procedures:** *Briefly describe participants, site(s) of the project, recruitment, methodology, data collection, and proposed use of the data:*
 |
| Enter Project Procedures here. |
| 1. **Anonymity / Confidentiality**: *Indicate how data will be collected / accessed:*
 |
| [ ] Anonymously  | [ ] In a Coded Manner  | [ ] In a Fully Identifiable Manner |

**IRB DETERMINATION** (*For IRB Office Use Only*)

| Project meets the definition of research with human subjects: | ☐ Yes ☐ No |
| --- | --- |
| Project requires IRB review: | ☐ Yes ☐ No |
| Determination Date: |  |
| IRB Reviewer Signature: |  |