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, blood collection, 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

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.

Not human participant research. No application to Hofstra’s IRB is needed.

The project may lead to use of the results outside of the course (e.g., for a publication, presentation, thesis, or dissertation).

Refer to IRB Decision Tree #2 on Existing/Secondary data

The project is research with human subjects. An application to the IRB office and written notice of approval required before the study can begin. Forms available at www.hofstra.edu/IRB. Questions? Contact irbhelp@hofstra.edu
Does Your Research Involving Secondary or Existing Data, Documents or Biological Specimens Require Review by Hofstra’s IRB?

**Decision Tree #2**

Are the data/specimens about or from individuals who are or may be still living?

- NO. Materials are from cadavers, or data is about deceased individuals
  
  Project is Not Human Subjects Research
  No application to the Hofstra’s IRB is needed*

  - NO. Data is de-identified
    
    Can the **provider** link the specimens/data, directly or indirectly, to identifiable living individuals?
    
    - NO. Provider is solely providing, with no role in the research
      
      Is the **provider a collaborator in the recipient’s research**? i.e. involved in the design, conduct or reporting of the research, listed as collaborator on research proposals or protocols, planned sharing of authorship credit.
      
      - YES, recipient and provider are collaborators on the research
        
        Are the specimens (human cell lines, tissue, etc.) obtained from a producer or supplier of **public use data**; or
        
        - NO
          
          Were/will the specimens/data (be) collected **specifically for the research** through an interaction or intervention with living individuals?

        - YES
          
          Project is Human Subjects Research
          Application to the IRB office and written notice of approval or notice of exemption required before research can begin.

          **Forms at www.hofstra.edu/IRB**
          Questions? Contact irbheli@hofstra.edu

  - YES. Data is publically available
    
    Project is Not Human Subjects Research
    No application to the Hofstra’s IRB is needed*

    - NO. Data is de-identified
      
      Can the **recipient** link the specimens/data directly to identifiable living individuals either directly or through a code?
      
      - NO
        
        Data is de-identified

      - YES
        
        Recipient has access to identifiable data

      YES.
      
      Are the data/specimens about or from individuals who are or may be still living?

      Forms at www.hofstra.edu/IRB
      Questions? Contact irbheli@hofstra.edu

  *Contact the Office of Research and Sponsored Programs (https://www.hofstra.edu/about/administration/provost/orsp/index.html) if acquiring data requires a Data Use Agreement or a Materials Transfer Agreement between the provider and recipient.

**Reference:**


Decision tree developed by Cornell Office of Sponsored Programs. Used with permission.