

To: Faculty and Staff

From: Richard D. Pizer, Provost

Date: 11/12/2002

Re: Institutional Review Board (IRB)

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CUNY has an assurance of compliance with the Office for Human Research Protections (OHRP), a division of U.S. Health and Human Services (HHS). This assurance formalizes the institution's commitment to protect human subjects.

The IRB was established to protect the rights and welfare of humans who are the subjects of research activities conducted under the auspices of Hunter College. All persons affiliated with the College who wish to conduct research involving human subjects on or off campus must first receive approval of the IRB. This assurance covers not only the sciences, but includes all disciplines.

This process is initiated by submitting a research protocol to the IRB. Forms are available in the Office of Research Administration in Room E1426 or from their website at <http://www.hunter.cuny.edu/research/forms.htm>. You can contact Carolynn Julien, in that office at 772-4020, if you have questions.

You are reminded that all research projects involving human subjects – whether funded or not – are required to be reviewed by the Hunter College IRB. This encompasses all protocols that include surveys, questionnaires, oral history projects, interventions and data gathering involving people. Only the Committee can make the determination that a protocol is exempt from IRB review.

Failure to comply with this policy or to follow the directives of the appropriate committees, exposes the researcher, Hunter and CUNY to potential liability and sanctions.

Your continued cooperation and efforts are greatly appreciated.