

URTP Decision Form

Start of Block: Default Question Block

Q26 Welcome to the Undergraduate Research Training Program (URTP) Decision Form. The purpose of this form is to help you decide whether the research activities you will be undertaking will need review by the Harvard University Institutional Review Board (IRB) or not.

The decision that this form provides is only applicable to the information that you are providing NOW. Should the intent, design, population, or purpose of your study change, the decision you receive now may not continue to be accurate.

Only complete this form after you have done the following:

- Identified a Research Supervisor
- Met with your Research Supervisor to discuss your project
- Read the URTP Student Guide/Curriculum
- Completed ethics training - either as an in-person training session or the online CITI training

Should you have any questions during this process, contact the IRB office at 617-496-2847 or cuhs@harvard.edu.

Q41 When completing this form, the following information and documents will be needed:

- Information about your Research Supervisor;
- Study documents, such as questionnaires that you have developed;
- And CITI training certificate if you completed the online training.

Please be prepared before completing the form.

Q40

Harvard College Honor Code

Members of the Harvard College community commit themselves to producing academic work of integrity – that is, work that adheres to the scholarly and intellectual standards of accurate attribution of sources, appropriate collection and use of data, and transparent acknowledgement

of the contribution of others to their ideas, discoveries, interpretations, and conclusions. Cheating on exams or problem sets, plagiarizing or misrepresenting the ideas or language of someone else as one's own, falsifying data, or any other instance of academic dishonesty violates the standards of our community, as well as the standards of the wider world of learning and affairs.

I affirm my awareness of the standards of the Harvard College Honor Code:

Yes, I affirm (1)

Q47 I affirm I have done the following:

Identified a Research Supervisor
Met with my Research Supervisor to discuss my project
Read the URTP Student Guide/Curriculum
Completed ethics training - either through in-person training session or the online CITI training

Yes, I affirm (1)

Q51

Research projects meeting the regulatory definition of research with human subjects require review and approval by an IRB, or a determination that the research is exempt. Not all activities that involve people, their data, or specimens are covered by the regulations governing human subjects research and may not require review by an IRB.

The questions that must be considered when determining whether IRB review and approval is required are 1) whether a project fits the regulatory definition of research ("regulated research"), and if so, 2) whether it also involves human subjects.

The federal regulations have a very specific definition of what is considered regulated research that requires IRB review. The federal regulations define research as "a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge."

This form will focus on whether what you are doing is considered “regulated research.”

Q55 Please answer the following questions. This information is required for you to receive your decision.

Name (1) _____

Email Address (4) _____

Current Year (e.g. sophomore) (2)

Class Year (e.g. 2021) (3) _____

Research Supervisor name (5)

Research Supervisor Email Address (7)

Other Research Supervisor name (i.e., DUS) Leave blank, if not applicable (8)

Other Research Supervisor Email Address (leave blank, if not applicable) (9)

Q28 What academic department are you part of?

▼ African and African American Studies (1) ... Women, Gender and Sexuality Studies (57)

Q38 Have you completed human subjects training?

- Yes, in person (1)
 - Yes, online CITI training (2)
 - No, not yet (3)
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Q39 Please upload your human subjects training certificate from CITI saved as "YOUR LAST NAME_YOUR FIRST NAME_CITI_Certificate":

Q43 Before completing the URTP Decision Form, it is a requirement that human subjects training be completed either by attending an in-person training session or completing the online CITI training.

Once you have completed this training, you may complete the URTP Decision Form.

Q45 Will your research project include adding you as a study team member to an existing IRB approved study either at Harvard or elsewhere?

- Yes (1)
 - No (2)
-

Q46 If you will be added as a study team member to an existing IRB approved study, do not complete this form. Instead, please immediately contact the IRB office at (617) 496-2847 or cuhs@harvard.edu for further instructions.

Q49 Why are you conducting this research activity?

- Course Requirement / Senior Thesis / Junior Paper (1)
 - Funding received from Harvard (2)
 - Other (please specify) (3) _____
-

Q2 Please briefly provide information about the purpose of your study. What are you trying to investigate or discover?

Q4 Please describe your study procedures. What will you be doing in your study?

Q35 Please submit any documents that may be valuable in evaluating your project saved as "YOUR LAST NAME_YOUR FIRST NAME_FILE NAME" (where file name gives a description of the content). These documents may include information sheets, interview questions, or other documentation. URTP specific study template and information sheet template may be found on the URTP website - <https://cuhs.harvard.edu/urtp-portal>

This question will only allow you to upload one document. Please upload an additional document on the next question. Skip question if not applicable:

Q36 Please submit any documents that may be valuable in evaluating your project saved as "YOUR LAST NAME_YOUR FIRST NAME_FILE NAME" (where file name gives a description of the content). This question will only allow you to upload one document. Skip question if not applicable:

Q5 Will your study involve any "sensitive" populations?

What is a "sensitive population"? A sensitive population may have less perceived power than the majority of their peers and may be relatively (or absolutely) incapable of protecting their own interests and may be exposed to harm. Examples may include children, the elderly, prisoners, students, historically marginalized populations (e.g., LGBTQ+), those that are drug addicted, those that are economically disadvantaged, or those that are undocumented and in the U.S. illegally.

Yes (1)

No (2)

Q34 Please describe the sensitive populations that you will include in your study:

Q52 Will you study uncover any illegal activity (e.g., drug use, alcohol use by minors, theft, etc.)?

Yes (5)

No (6)

Q6 Will your study take place outside of the United States?

Yes (1)

No (2)

Q7 Please specify below where your study will take place:

Be aware that all students who are traveling to an international location are required to register with Harvard Global Support Services (GSS) prior to their departure. More information may be found on the GSS website at <https://www.globalsupport.harvard.edu/>

If you will be collecting data from individuals that reside in the EEA which includes the 28 states of the European Union and four additional countries: Iceland, Liechtenstein, Norway, and Switzerland, your activity may be subject to the E.U. General Data Protection Regulation (GDPR). More information may be found at <https://cuhs.harvard.edu/news/gdpr/>

Q10 Does your study meet **ALL** of the following criteria?

---The sole intent of your study is NOT an educational exercise intended to prepare you for future research that you may conduct.

---Your study is focused on a well-defined research problem or question.

---Your research is informed by the empirical findings of other studies.

---The results of your study are intended to expand the knowledge base of a scientific discipline.

---The results from your study will be applicable to a larger population beyond the individuals that you are studying.

Yes (1)

No (2)

End of Block: Default Question Block