

**Ancillary Review Assessment**

**To identify the need for other (non-IRB) Institutional Approvals**

**Purpose:** In addition to seeking IRB approval for conducting human subject research, investigators may also need to obtain approval from other departments or committees at The New School. The purpose of this form is to help identify other departments or committees that you may need to contact to start these “ancillary reviews”.

**Instructions**: Use this form when a research study will be reviewed by the BRANY IRB. This completed form and documentation of any requested approvals should be uploaded to the *Obtain BRANY ID#* form in IRBManager. If you have any questions, contact [hrpp@newschool.edu](mailto:hrpp@newschool.edu).

|  |
| --- |
| Protocol Title: |
| Date: |

1. **PRINCIPAL INVESTIGATOR**
2. Principal Investigator

|  |  |
| --- | --- |
| PI Name: | Email: |
| College (e.g., Parsons, NSSR): | Degree Program: |
| Faculty  Student\*  Part-time Faculty\*\*  Full-time Staff\*\*\*  *\*Students may only serve as the PI with authorization from their Faculty Advisor.*  *\*\*Part-time faculty may serve as the PI with authorization from their Dean's Office representative.*  *\*\*\*Full-time staff may serve as the PI with authorization from their Division/Department supervisor.* | |

1. Faculty Advisor/Dean's Office/Division or Department Approval*(if appropriate)*  NA

The faculty advisor must be a faculty member or a research program director at The New School who has agreed to supervise, support, and mentor the PI on this project.

|  |  |
| --- | --- |
| Name: | Email: |
| Faculty Advisor  Dean’s Office Representative  Division/Department Supervisor | |

* 1. Documentation of authorization to serve as PI for this research study is:

Pending  On file and available to the IRB upon request

1. **ANCILLARY REVIEW ASSESSMENT**

Please answer the following questions to help identify other institutional approvals that may be needed for this research. When documentation is required, include a copy (for example, a PDF of an email exchange) when you submit this form.

**Note:** Investigators are responsible for following **all** applicable university policies, all of which may not be captured in this form.

1. **Are any of the following true?**

* The study is externally funded
* The study is FDA-regulated
* A study team member has a [significant financial interest](https://docs.google.com/document/d/1TXaBMEsClCr54bFL_jpYXqdDYk1wSX-fybDRuynV4Qg/edit) and the research is unfunded and not FDA-regulated

No

Yes: Please contact [researchcoi@newschool.edu](mailto:researchintegrity@newschool.edu) regarding Financial Conflict of Interest

training and disclosure requirements. For more information, see

<https://www.researchnewschool.com/fcoi>.

1. **Does the research involve transfer or disclosure of data to and/or from The New School?**

No

Yes: Data transfers or disclosures may require a research contract, such as a Data Use Agreement (DUA) or Confidentiality Agreement. Please contact the Office of Research Support at [researchoperations@newschool.edu](mailto:researchoperations@newschool.edu). Include documentation from ORS indicating whether or not any agreements will need to be in place prior to transfer or disclosure of data.

1. **Does the research involve any other type of signed agreement, contract, MOU, etc.?**

No

Yes: Please contact the Office of Research Support at [researchoperations@newschool.edu](mailto:researchoperations@newschool.edu). Include documentation from ORS indicating they are aware of the agreements that need to be in place.

1. **Does the research involve use of student education records or student health records?**

No

Yes: TNS must confirm the research plan is consistent with university [Family Educational Rights and Privacy Act](https://studentprivacy.ed.gov/?src=fpco) (FERPA) policies. Please contact [irb@newschool.edu](mailto:irb@newschool.edu) to initiate this review. (Note: TNS procedures for accessing student records are available on the [Registrar's website](https://www.newschool.edu/registrar/student-records-privacy-policy/). Assessing student records generally requires the student’s consent.)

1. **Technology used to collect data:** *(select all that apply)*

Web-based site, survey, or other tool *(if checked, select all that apply)*

Qualtrics account associated with the PI's New School NetID

* Will your research include the collection of **personal data**? “Personal data” means any information relating to an identified or identifiable natural person. An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier, or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person.

No

Yes: Include approval from the [Information Security and Privacy Office](https://ispo.newschool.edu/)\*

Other (SurveyMonkey, Google Forms, etc.) – include documentation of approval

from the [Information Security and Privacy Office](https://ispo.newschool.edu/)\* for use of an alternate tool

Electronic recording or conferencing *(if checked, select all that apply)*

Zoom account associated with the PI's New School NetID

Other: Include approval from the [Information Security and Privacy Office](https://ispo.newschool.edu/)\*

Wearable device, Mobile App, Text messaging

Other technology: Include documentation of approval from the [Information Security and Privacy Office](https://ispo.newschool.edu/)\* for an alternate data capture method.

1. **Electronic Data Storage** *(select all that apply)*

Server *(if checked, select all that apply)*

TNS Managed Server

Other: Specify and include approval from the [Information Security and Privacy](https://ispo.newschool.edu/)

[Office](https://ispo.newschool.edu/)\*

Cloud File Storage *(if checked, select all that apply)*

Google account associated with the PI's New School NetID

Other: Specify and include approval from the [Information Security and Privacy](https://ispo.newschool.edu/)

[Office](https://ispo.newschool.edu/)\*

Workstation *(if checked, select all that apply)*

New School desktop or laptop

Personal desktop, laptop, device: Include documentation of approval from the

[Information Security and Privacy Office](https://ispo.newschool.edu/)\*

Third Party

* Specify:
* If third-party will host or have access to research data, indicate who reviewed and approved the third-party to ensure they meet The New School’s legal and security requirements:

Other electronic data storage: Specify and include approval from the [Information Security and Privacy Office](https://ispo.newschool.edu/)\*

1. Will transcription software services that are not associated with the investigator's New School NetID credentials be used (i.e., Otter.ai, Trint, etc.)?

No

Yes: Include approval from the [Information Security and Privacy Office](https://ispo.newschool.edu/)\*

1. **Does the research involve human subjects activities outside of the United States?**

*This includes internet-based research if your target population includes subjects living and working or going to school in specific countries.*

No

Yes: Please contact the Office of Research Support at [researchoperations@newschool.edu](mailto:researchoperations@newschool.edu). ORS will review for requirements that may apply (export control regulations, applicable privacy and data protection regulations, etc.). Include documentation from ORS indicating approval to proceed.

1. [**General Data Protection Regulation**](https://www.hhs.gov/ohrp/international/gdpr/index.html)**(GDPR):** Will you collect, record, store, use, or transfer/receive data from research subjects located in the [European Economic Area (EEA)](https://www.gov.uk/eu-eea) or the United Kingdom?

No

Yes: Please contact the [Information Security and Privacy Office](https://ispo.newschool.edu/)\* to ascertain if GDPR may apply to this research. The EU and UK GDPR affect how and what [personal data](https://ec.europa.eu/info/law/law-topic/data-protection/reform/what-personal-data_en) can be collected about individuals, including information collected for research purposes. If GDPR applies, additional review will be conducted by TNS to confirm compliance with GDPR, including required consent language.

\* To contact the Information Security and Privacy Office, please email [ispo@newschool.edu](mailto:ispo@newschool.edu).