

## The New School IRB Step by Step Instructions

In order to facilitate prompt review of this research, The New School has made the decision to have it reviewed by an outside IRB ([BRANY IRB](#)) instead of submitting it for review by The New School IRB.

BRANY IRB has reviewers available on a daily basis to review submissions that qualify for exempt and expedited review. IRB meetings are held on Monday mornings and Thursday afternoons. Review of complete submissions occurs within 5 – 10 business days. Submissions that require substantive revisions may require additional time to complete.

Since the BRANY IRB does not use Cayuse, this means that you will need to submit your study in BRANY's IRB submission system, IRBManager. Please be prepared to answer different types of questions as forms used by each IRB vary.

For questions about the steps below, please contact [hrpp@newschool.edu](mailto:hrpp@newschool.edu).

Please follow the steps below to initiate submission of your study to BRANY IRB:

- 1. Request access to IRBManager.** To obtain access to BRANY's IRB submission system, IRBManager, please complete the attached User Access form and send it to [sabramov@brany.com](mailto:sabramov@brany.com). Within 24 hours, you will receive an email notice with a link to login and set your password. **This only needs to be done once. If you already have access to BRANY IRBManager, skip this step.**
- 2. Complete the Obtain BRANY ID# form in IRBManager.** On the IRBManager Home page, look on the upper left side of the screen. Under *Actions*, click on *Obtain BRANY ID#*. Then complete the form. Please have the following information ready, as applicable, when preparing to submit to BRANY IRB:
  - Protocol - please prepare a protocol using the BRANY template (attached)
  - Consent forms – if subjects will be asked to sign (please use consent templates on TNS IRB website) **NOTE: Please remove the following sentence from any consent documents: "You do not waive any legal rights or release The New School or its agents from liability for negligence by consenting to participate."** The IRB is currently working on updating the TNS consent templates.
  - Ancillary Review Assessment Form (attached) **Required for all studies \***  
**NOTE: Please complete the form and put "pending" wherever Information Security and Privacy Office (ISPO) review is needed. Final approval is not required at this time, but final approval is required before the IRB approval letter can be released. Once ISPO approval is obtained, please send the required documentation to BRANY and [hrpp@newschool.edu](mailto:hrpp@newschool.edu).**

Once complete, click **SUBMIT**. After this form is processed you will receive an email with a link to the application to complete and submit to BRANY IRB for review.

**3. Complete the new study application form in IRBManager.** Once your study has been assigned a BRANY ID#, BRANY IRB staff will send you a link to the new study application. Please have the following information ready, as applicable, when preparing to submit to BRANY IRB:

- Your Curriculum Vitae or Resume
- All consent documents, including verbal scripts, information sheets, etc. that are not signed (please use consent templates on [TNS IRB website](#))

**NOTE:** Please remove the following sentence from any consent documents: *“You do not waive any legal rights or release The New School or its agents from liability for negligence by consenting to participate.”* The IRB is currently working on updating the TNS consent templates.

- Recruitment materials (e.g., brochures, posters, advertisements, social media, etc.) or scripts (see the recruitment template on [TNS IRB website](#))
- Data collection tools (e.g., questionnaires, surveys, interview questions, diaries, etc.)

Your point of contact for this submission to the BRANY IRB will be Raffaella Hart. Raffaella can be reached by email at [rhart@brany.com](mailto:rhart@brany.com) or by phone at 516-470-6909.

**4. Complete CITI Training.** The BRANY IRB requires **all** research personnel to complete CITI human subjects protection training before IRB approval will be released. CITI is the most widely used research, ethics, and compliance training platform in higher education, research institutes, and beyond. The New School has an institutional subscription to CITI and you will be able to complete CITI training at no cost to you.

- For those who have **never created a CITI Program account before**, click [here](#) for instructions on creating a new CITI Program account.
- For those who **already have a CITI Program account**, click [here](#) for instructions on how to add an affiliation to The New School.

If you have any questions, please feel free to reach out to me.