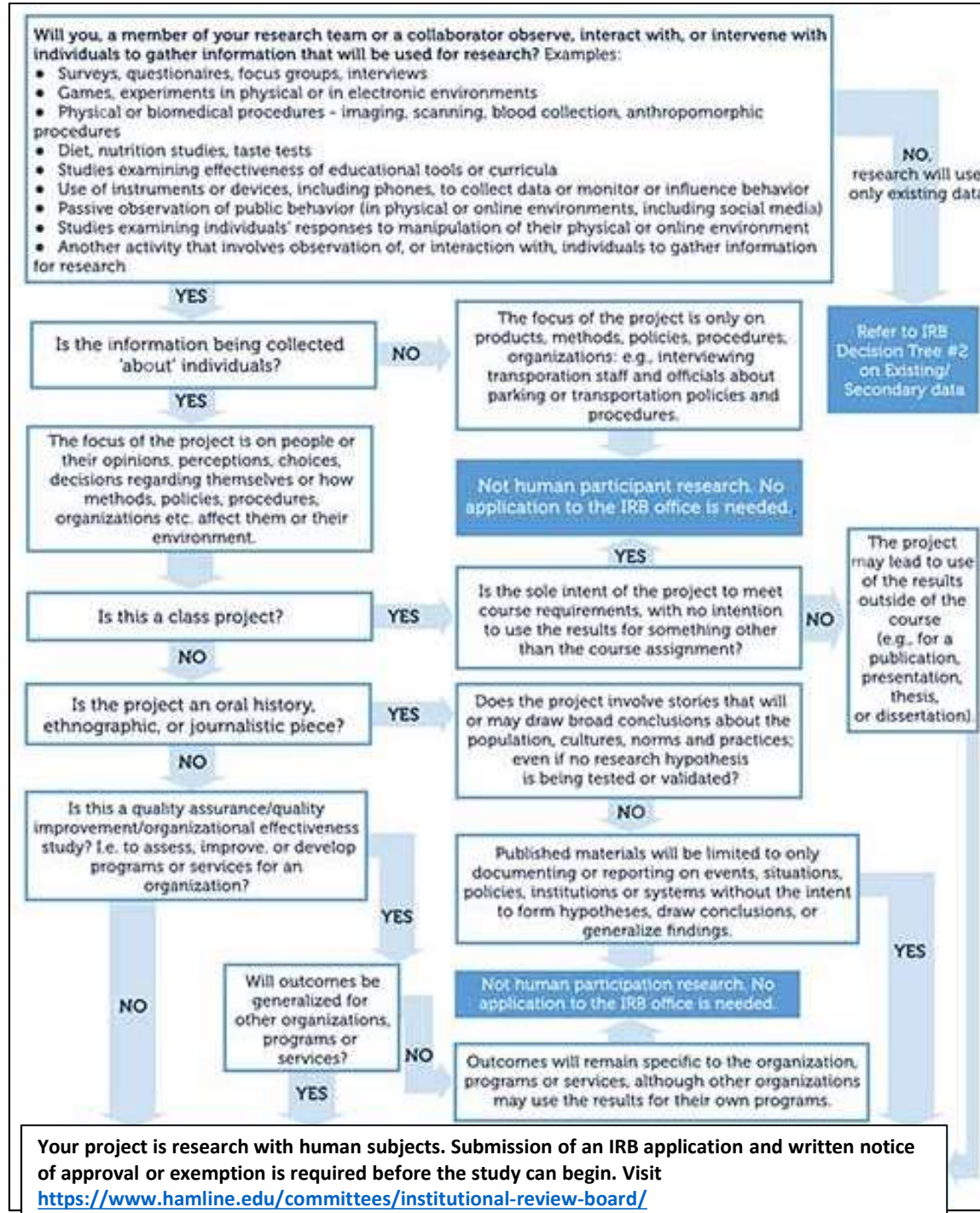**Use this decision tree to find out if you should submit an application for your project for IRB review.**

Note: if your project involves existing or secondary data, refer to the decision tree on the next page.

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

YES

NO, research will use only existing data

Is the information being collected 'about' individuals?

NO → 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.

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

YES

The focus of the project is on people or their opinions, perceptions, choices, decisions regarding themselves or how methods, policies, procedures, organizations etc. affect them or their environment.

Not human participant research. No application to the IRB office is needed.

YES

Is this a class project? **YES** → Is the sole intent of the project to meet course requirements, with no intention to use the results for something other than the course assignment? **NO** → The project may lead to use of the results outside of the course (e.g., for a publication, presentation, thesis, or dissertation)

NO

Is the project an oral history, ethnographic, or journalistic piece? **YES** → Does the project involve stories that will or may draw broad conclusions about the population, cultures, norms and practices; even if no research hypothesis is being tested or validated?

NO

Is this a quality assurance/quality improvement/organizational effectiveness study? I.e. to assess, improve, or develop programs or services for an organization?

Published materials will be limited to only documenting or reporting on events, situations, policies, institutions or systems without the intent to form hypotheses, draw conclusions, or generalize findings.

NO

Will outcomes be generalized for other organizations, programs or services?

YES

Not human participation research. No application to the IRB office is needed.

NO → Outcomes will remain specific to the organization, programs or services, although other organizations may use the results for their own programs.

YES

Your project is research with human subjects. Submission of an IRB application and written notice of approval or exemption is required before the study can begin. Visit https://www.hamline.edu/committees/institutional-review-board/

Decision trees adapted from https://oprs.research.illinois.edu/

Use this decision tree if your project involves existing or secondary data to find out if you should submit an application for your project for IRB review.

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.

YES

Project is Not Human Subjects Research No application needed

YES. Data is publically available

- Are the specimens/data (data sets, tissue, etc.) obtained from a producer or supplier of public use data; or
- Is all the information about the specimens/data available in the public domain?

NO. Data is de-identified

NO

Can the provider link the specimens/data, directly or indirectly, to identifiable living individuals?

NO

Were/will the specimens/data (be) collected specifically for the research through an interaction or intervention with living individuals?

NO. Provider is soley providing, with no role in the research.

YES

YES

Can the recipient link the specimens/data directly to identifiable living individuals either directly or through a code?

YES, recipient has access to identifiable data

Your project is research with human subjects. Submission of an IRB application and written notice of approval or exemption is required before research can begin. Visit: https://www.hamline.edu/committees/institutional-review-board/

NO

Is the provider or 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