**Not Human Subjects Research Determination Form**

**Instructions**

* All relevant definitions can be found in the HREB's document: SOP: Research Subject to Human Subjects Regulations.
* Depending on the nature of what you are doing, some sections may not be applicable to your research. If so, you must indicate "Not Applicable" and provide the reason the section is not applicable for the response.
* When you write a protocol, keep an electronic copy. You will need to modify this copy when making changes.
* Do not remove the italics instructions or headings.
* If you are pasting information from other documents, be sure to use the “Merge Formatting” ("Paste & Match Formatting" on a Mac) paste option so that the formatting of the response boxes is not lost.
* If this study involves multiple participant groups who participate in different research procedures, consent processes, etc., be certain to provide information in each applicable section for each participant group and clearly label each participant group within a section or subsection. It may be easier to submit an application for each participant group if there if the procedures, consent process, etc... vary greatly.

**Not Human Subject Research Determination**

This application should be used only for a request of a Not Human Subject Research Determination.

• If your investigation meets the definition of human subjects research, you are required to submit an HREB protocol for exempt, expedited, or full board review through the PACs system.

• If the proposed activity does not meet the definition of human subjects research, your investigation does not need to be reviewed or approved by the HREB. However, if you need documentation from the HREB stating that your activity is not research and/or does not involve human subjects, please submit this form in the PACs system.

**Full Protocol Title:**

Response:

**Principal Investigator:**

Response:

Name

Department

Telephone Number

Email Address

**Faculty Sponsor (for student projects):**

Response:

Name

Department

Telephone Number

Email Address

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1. **Project Summary**
   1. Provide a brief description of the project's purpose, sample, and procedures.

Response:

* 1. Provide a brief explanation of why you believe this project qualifies for a Not Human Subject Research determination.

Response:

* 1. Will you survey or interview individuals?

Response: \_\_\_\_\_\_Yes \_\_\_\_\_\_\_No

If yes, please attach a copy of the survey or interview protocol in your PACs document.

# Determination of Research

# Systematic Investigation

# Does the proposed study involve a systematic investigation?

# Response: \_\_\_\_\_\_Yes \_\_\_\_\_\_\_No

# If no, explain why this is not a systematic investigation.

# Generalizable

# Do you intend this project to develop or contribute to generalizable knowledge?

# Response: \_\_\_\_\_\_Yes \_\_\_\_\_\_\_No

# If no, explain why this is not a systematic investigation.

# If you answered YES to both 1.1.1 or 1.2.1 this project is considered research and you must submit an HREB protocol.

1. **Determination of Human Subjects**

# Will you gather information about living individuals?

# Select YES if subjective information about an individual's thoughts, opinions, perceptions, choices, decisions, or behavior will be collected.

# Select NO if objective, fact-based information about something (other than the individual) will be collected from the individual. Examples of this type of information include, but are not limited to: how many people belong to an organization, how many times per year a service or program is offered, a description of an event, or a summary of policy or procedure.

# Response: \_\_\_\_\_\_Yes \_\_\_\_\_\_\_No

# If no, explain your answer.

* 1. Will you obtain data or biospecimens through intervention and/or interaction?

Response: \_\_\_\_\_\_Yes \_\_\_\_\_\_\_No

If no, explain your answer.

# Will you access private, identifiable data or biospecimens?

Response: \_\_\_\_\_\_Yes \_\_\_\_\_\_\_No

If no, explain your answer.

* 1. Will you receive coded data or biospecimens?

Response: \_\_\_\_\_\_Yes \_\_\_\_\_\_\_No

* + 1. If coded, will any SUNY New Paltz investigator involved in the project including the Faculty Advisor (if applicable), have access to a code key.

Response: \_\_\_\_\_\_Yes \_\_\_\_\_\_\_No