Guidance for Conducting Research at Other CUNY Campuses

This document provides guidance to SPH researchers on procedures for conducting human subjects research (HSR) with CUNY students, faculty, staff, and other affiliates. Each campus within the CUNY system grants different permissions and has different procedures for conducting research on their campuses and with their CUNY affiliates.

Please note:
Receipt of IRB application approval from the CUNY IRB does not guarantee permission to carry out research on specific CUNY campuses or with specific CUNY populations.

Upon obtaining CUNY IRB approval, researchers must contact the HRPP Office at each CUNY campus where CUNY affiliates will be recruited or otherwise involved in HSR prior to the initiation of any research activities.

In addition to the campus-specific information below, please refer to the CUNY HRPP Policy on Multi-site Research for additional information.

CUNY Campus-specific Policies on Research Involvement

**Baruch College**

- Documentation of CUNY HRPP/IRB approval must be provided to the Baruch College HRPP Coordinator prior to initiation of any research activities.
- Projects will be approved on a case-by-case basis as long as they conform to established administrative guidelines and adhere to CUNY HRPP Policies and Procedures.
- Baruch does not allow CUNY researchers to directly recruit/enroll students, faculty or staff for research purposes without a Baruch College Affiliated Sponsor. Sponsors can only be Full-Time Faculty or Staff Members of Baruch College.
- CUNY Researchers that obtain permission from a Baruch College Sponsor to conduct research must obtain permission from the Baruch HRPP Office prior to the initiation of research activities.

HRPP Coordinator:
Keisha Peterson
646-312-2217
keisha.peterson@baruch.cuny.edu
Borough of Manhattan Community College
- Documentation of CUNY HRPP/IRB approval as well as a description of the research must be provided to the BMCC HRPP Coordinator prior to initiation of any research activities.
- The PI must have a point of contact at BMCC (a faculty or staff collaborator) that will assist the PI in handling the logistics of their study at BMCC (recruitment, rooms for interviews, etc.)
- The BMCC HRPP Coordinator will make a recommendation to the BMCC President and Provost who provide the final decision as to whether the study will be allowed.

HRPP Coordinator:
Siddharth Ramakrishnan
212-776-7208
sramakrishnan@bmcc.cuny.edu

Bronx Community College
- Documentation of CUNY HRPP/IRB approval must be provided to the BCC HRPP Coordinator prior to initiation of any research activities.
- Researchers are required to complete a short application, available by submitting a written request to the BCC HRPP Coordinator.
- Final approval is obtained from the BCC Dean of Academic Affairs.

HRPP Coordinator:
Alexander Wolf
718-289-5525
alexander.wolf@bcc.cuny.edu

Brooklyn College
- Documentation of CUNY HRPP/IRB approval must be provided to the BC HRPP Coordinator prior to initiation of any research activities.
- The BC HRPP Office obtains final permission for any proposed research with its affiliates from the Office of the Provost.
- Note: Requests are handled on a case-by-case basis.

HRPP Coordinator:
Twyla Tate
718-951-5000 (ext. 3829)
twyla.tate@brooklyn.cuny.edu
**City College of New York**
- Please contact the CCNY HRPP Coordinator for assistance.

HRPP Coordinator:
Tricia Mayhew-Noel
212-650-7902
tmayhewnoel@ccny.cuny.edu

**College of Staten Island**
- Please contact the CSI HRPP Coordinator for assistance.

HRPP Coordinator:
Susan Brown
718-982-3867
susan.brown@csi.cuny.edu

**Graduate Center**
- Please contact the GC HRPP Coordinator for assistance prior to initiation of any research activities.
- Requests are handled on a case-by-case basis.

HRPP Coordinator:
Rebecca Banchik
212-817-7525
rbanchik@gc.cuny.edu

**Graduate School of Journalism**
- No information has been provided.

No HRPP Coordinator designated. Please contact the Central HRPP Office for guidance: hrpp@cuny.edu

**Graduate School of Public Health and Health Policy**
- Documentation of CUNY HRPP/IRB approval must be provided. Information about the project and desired SPH involvement should be sent to hrpp@sph.cuny.edu.
- The HRPP office will subsequently notify the PI of the decision.

HRPP Coordinator:
Kristen Cribbs
347-921-2391
kristen.cribbs@sph.cuny.edu
**Guttman Community College**
- Documentation of CUNY HRPP/IRB approval must be provided to the GCC HRPP Coordinator prior to initiation of any research activities.
- Requests are handled on a case-by-case basis.

HRPP Coordinator:
Chet Jordan
charles.jordan@guttman.cuny.edu

**Hostos Community College**
- Documentation of CUNY HRPP/IRB approval must be provided to the HCC HRPP Coordinator prior to initiation of any research activities.
- An email must be sent to the Hostos HRPP Coordinator, following the format below:
  1. Name and Title of Principal Investigator: The PI should include not only their status at their institution but also any other titles that they deem relevant.
  2. Research Request: Please identify the anticipated participants. Who does the PI want to engage in the research? (students, staff, administration, an academic department, etc.) and How? (e.g., study methodology, such as interviews, surveys, observations, etc.)
  3. Project Title
  4. Project Summary: This is usually taken from the research proposal. It provides the purpose and rationale of the project. A copy of the research abstract taken from the proposal should be provided.
  5. HRPP/IRB Status: IRB approval must already be attained. A copy of the IRB approval letter must be provided.
- The Provost may request further documentation. After consultation, the Provost will inform the HRPP coordinator of the decision, who then officially notifies the researcher.

HRPP Coordinator:
Rhonda Johnson
718-518-4214
HRPPCoordinator@hostos.cuny.edu
rhjohnson@hostos.cuny.edu

**Hunter College**
- Documentation of CUNY HRPP/IRB approval must be provided to the Hunter College HRPP Coordinator prior to initiation of any research activities.
- Non-Hunter researchers are NOT permitted to recruit in classrooms or use the SONA system.

HRPP Coordinator:
Sarah Leon
212-650-3053
bleon@hunter.cuny.edu
John Jay College of Criminal Justice
- Documentation of CUNY HRPP/IRB approval must be provided to the John Jay HRPP Coordinator prior to initiation of any research activities.
- An email must be sent to the John Jay HRPP Coordinator at jj-irb@jjay.cuny.edu, and include the following information: Details on how John Jay affiliates will be recruited, what procedures will take place (including what, if any, will take place on campus), and what, if any, connections have been made at John Jay to facilitate the research.
- Additional information will be requested on a case-by-case basis.

HRPP Coordinator:
Lynda Mules
212-237-8914
lmules@jjay.cuny.edu

Kingsborough Community College
- Documentation of CUNY HRPP/IRB approval must be provided to the KCC HRPP Coordinator prior to initiation of any research activities.
- Requests are handled on a case-by-case basis.

HRPP Coordinator:
Christian Calienes
718-368-5844
christian.calienes@kbcc.cuny.edu

LaGuardia Community College
- Documentation of CUNY HRPP/IRB approval must be provided to the LCC HRPP Coordinator prior to initiation of any research activities.
- The HRPP Office obtains final permission from the Office of the Provost.
- Neither recruitment nor research activities may take place during class time.

HRPP Coordinator:
Xiwu Feng
718-482-5623
xfeng@lagcc.cuny.edu

Lehman College
- Documentation of CUNY HRPP/IRB approval must be provided to the Lehman College HRPP Coordinator prior to initiation of any research activities.
- The researcher must have a tangible connection to Lehman (for example, work with Lehman faculty).

HRPP Coordinator:
Lisa Peralta
718-960-7870
lisa.peralta@lehman.cuny.edu

**Medgar Evers College**
- Please contact the MEC HRPP Coordinator for assistance.

HRPP Coordinator:
Syed Mujtaba
718-270-6191
smujtaba@mec.cuny.edu

**New York City College of Technology**
- There is currently a moratorium on all external requests to conduct research at City Tech.

HRPP Coordinator:
Tina Kao
718-260-5077
tkao@citytech.cuny.edu

**Queensborough Community College**
- Researchers must contact the HRPP Coordinator for QCC to inquire into the applicable permissions to conduct research on or with QCC students.

HRPP Coordinator:
Shiang-Kwei Wang, Ph.D.
*Dean for Research*
718-281-5475
swang@qcc.cuny.edu

**Queens College**
- Documentation of CUNY HRPP/IRB approval must be provided to the QC HRPP Coordinator prior to initiation of any research activities.
- Upon obtaining CUNY UI-IRB approval, CUNY researchers are allowed to conduct research at Queens College.
- CUNY researchers must obtain permission from the respective Queens College Departmental Chair or Dean prior to recruiting participants.

HRPP Coordinator:
Janet Badillo
718-997-5415
janet.echeverry@qc.cuny.edu
School of Law
• No information has been provided.

No HRPP Coordinator designated. Please contact the Central HRPP Office for guidance: hrpp@cuny.edu.

School of Professional Studies
• Please contact the SPS HRPP Coordinator for assistance.

HRPP Coordinator:
Eliana Forero
646-664-8912
eliana.forero@cuny.edu

York College
• Documentation of CUNY HRPP/IRB approval must be provided to the York College HRPP Coordinator prior to initiation of any research procedures.
• In addition, a York College contact is required for recruitment purposes (the HRPP coordinator can suggest an appropriate contact person).
• HRPP Coordinator works with the Office of the Provost to obtain final permission.

HRPP Coordinator:
Deborah Majerovitz, PhD
718-262-2694
dmajerovitz@york.cuny.edu