

INSTITUTIONAL REVIEW BOARD (IRB)

A New York Psychoanalytic Society and Institute Institutional Review Board (IRB) has been formed, chaired by Bernard Maskit, PhD, to oversee our research activities with regard to the ethical treatment of human subjects.

Membership of NYPSI IRB:

Francine Conway, Ph.D.
Leon Hoffman, M.D.
Bernard Maskit, Ph.D., Chair
Daniel R. Rosell, M.D., Ph.D.
Jane Albus, M.D., Alternate
William H. Braun, Psy.D., Alternate

**Procedures for the initiation of research projects that utilize NYPSI subjects/
data and/or are designed to be implemented under the auspices of the New York
Psychoanalytic Society and Institute**

Members of NYPSI

- 1. Researcher consults with co-directors of Research Center who will advise and give (nonbinding) feedback.**
- 2. Researcher submits proposal to NYPSI IRB at admdir@nypsi.org on form available at [LINK TO FORM \(form is below\)](#)**
- 3. a) If the IRB approves the project, it submits a positive report to the researcher, the Research Committee, and the Administrative Director of the Institute.**
b) If the IRB does not approve the project, it submits a report to the researcher explaining its decision, and, where possible, making suggestions as to how to change the proposal so as to gain approval. (This process might require several repetitions.)
- 4. Upon approval by IRB, researcher submits proposal to appropriate NYPSI administrative bodies for final approval, including Research Committee (which will facilitate the navigation of the administrative system and insure appropriate timing, consideration and overlap with other projects, and any other administrative problems).**

Candidates at NYPSI

- 1. Researcher consults with co-directors of Research Center who will advise and give (nonbinding) feedback.**

2. Approval by Chair, Progression Committee that Candidate is in good standing Researcher submits proposal to NYPSI IRB at admdir@nypsi.org on appropriate form at [LINK TO FORM \(form is below\)](#)
3. a) If the IRB approves the project, it submits a positive report to the researcher, the Research Committee and the Administrative Director of the Institute.
 b) If the IRB does not approve the project, it submits a report to the researcher explaining its decision, and, where possible, making suggestions as to how to change the proposal so as to gain approval. (This process might require several repetitions.)
4. Upon approval by IRB, researcher submits proposal to appropriate NYPSI administrative bodies for final approval, including Research Committee (which will facilitate the navigation of the administrative system and insure appropriate timing, consideration and overlap with other projects, and any other administrative problems).

Students working at NYPSI

1. Researcher consults with co-directors of Research Center for Supervision.
2. Researcher submits proposal to co-directors, who may also discuss it with the Research Committee for feedback
3. Researcher obtains approval by home institution supervisor and/or IRB from home institution
4. Researcher obtains approval by supervisor at NYPSI
5. Researcher submits proposal to NYPSI IRB at admdir@nypsi.org on appropriate form [LINK TO FORM \(form is below\)](#)
6. a) If the IRB approves the project, it submits a positive report to the researcher, the Research Committee and the Administrative Director of the Institute.
 b) If the IRB does not approve the project, it submits a report to the researcher explaining its decision, and, where possible, making suggestions as to how to change the proposal so as to gain approval. (This process might require several repetitions.)
7. Upon approval by IRB, researcher submits proposal to appropriate NYPSI administrative bodies for final approval, including Research Committee (which will facilitate the navigation of the administrative system and insure appropriate timing, consideration and overlap with other projects, and any other administrative problems).

For further information, please contact, Bernard Maskit, Ph.D., Chair, at admdir@nypsi.org or at 247 East 82nd Street, NY NY 10028.

New York Psychoanalytic Society and Institute

IRB ID #

(to be completed by the committee)

Please type all entries

Date submitted to IRB:

TITLE OF PROJECT:

PRINCIPAL INVESTIGATOR:

Address:

Phone:

Email:

Faculty Advisor (Students are required to have a faculty advisor):

Address:

Phone:

Email:

You must have completed a training program in the protection of human research participants and/or renewed your certification within the past year before you can begin your research. Please indicate the date the training was completed () and include a copy of the certification with this application.

If you have not completed a training program, please take any of the following online programs: <http://cme.cancer.gov/c01> or <http://my.research.umich.edu/peerrs/> or <http://www.nyu.edu/ucaih/tutorial/>

Please answer Yes or No to the following, and provide an explanation, if requested:

*1. Does this research **EXCLUDE** children, the elderly, prisoners, fetuses, pregnant women, the seriously ill, mentally or cognitively compromised adults or other vulnerable groups (institutionalized populations)? If your answer is **NO**, Please explain the rationale for including the specific population(s) and the precautions you will use to protect them.*

*2. Do you believe this proposal should be **exempt from IRB review** (see **IRB Policies and Procedures Manual**, <http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.html> **section VII RESEARCH EXEMPT FROM IRB REVIEW [part A&B]**)? If **YES**, please explain.*

3. Does this proposal *involve the use of deception*? *If YES, please explain.*

4. Are you requesting that *written informed consent be waived* (see *IRB Policies and Procedures Manual*, <http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.htm> section XIII *INFORMED CONSENT [B, C, and D]*)?

If YES, please explain.

I. BRIEF DESCRIPTION OF THE PROJECT'S PURPOSES:

II. PLANNED DATES FOR INITIATION AND COMPLETION OF THE PROJECT:

III. NUMBER OF SUBJECTS:

IV. CHARACTERISTICS OF SUBJECTS (e.g., age range, special populations, etc.)

V. METHOD OF SUBJECT RECRUITMENT:

VI. BRIEF DESCRIPTION OF PROJECT'S METHODS AND RESEARCH DESIGN:

VII. SEQUENCE OF ACTIVITIES REQUIRED OF THE SUBJECT, (for example, advertisement, consent, debriefing, etc.)

VIII. ESTIMATED TIME COMMITMENT REQUIRED OF THE SUBJECTS:

IX. ANY POTENTIAL RISKS, DISCOMFORTS, OR STRESSES AND THE PRECAUTIONS TAKEN TO MINIMIZE THEM

SIGNATURES AND DATE OF ALL RESEARCHERS WHO WILL BE WORKING IN DIRECT CONTACT WITH STUDY PARTICIPANTS. IN ADDITION, FACULTY ADVISORS MUST SIGN BELOW. THESE SIGNATURES INDICATE THAT ALL THE RESEARCHERS HAVE FAMILIARIZED THEMSELVES WITH NYPSI POLICIES REGARDING THE LEGAL AND ETHICAL TREATMENT OF HUMAN

SUBJECTS IN RESEARCH, AND ARE CERTIFIED IN HUMAN SUBJECTS PROTECTIONS TRAINING

Principal Investigator:

Name: _____

Date: _____

Signature: _____

Affiliation: _____
(institution/organization)

Faculty Advisor (if applicable):

Name: _____

Date: _____

Signature: _____

Affiliation: _____
(institution/organization)

Name: _____

Date: _____

Signature: _____

Affiliation: _____
(institution/organization)

ATTACHMENTS CHECKLIST:

- ____ 1. Informed Consent Form (**Please note that the IRB has decided that all consent forms/letters should include the following statement**)

This research has been reviewed and approved by the NYPSI Institutional Review Board. If you have any questions, concerns or comments, please contact Dr. Bernard Maskit, Chair of the NYPSI IRB, 212-879-6900; admdir@nypsi.org

- ____ 2. Copy of certification of completion of training program in human research subjects protection.
- ____ 3. Debriefing Form (if applicable)
- ____ 4. Representative sample of materials/test/questionnaire items
- ____ 5. Sign-up sheet, solicitation script or advertisement (whichever is applicable)

- ___ 6. (For Candidates) Letter of approval by Chair, Progression Committee that Candidate is in good standing
- ___ 7. (For students) Letter of approval by home institution supervisor and/or IRB.
- ___ 8. Other attachments if necessary

SUBMISSION: Please mail the original completed and signed form, together with all requisite attachments to:

Bernard Maskit, Ph.D., Chair, IRB
The New York Psychoanalytic Society and Institute
247 East 82nd Street
NY NY 10028.

ALSO: Send an electronic version of the completed form to: admdir@nypsi.org