Has your project already been, or will it be reviewed by another institutional IRB or ethics board?

NO

YES

Will you collect data by observing, interacting with, or intervening with individuals?

NO

YES

Is the data focused on individuals’ opinions, beliefs, perceptions, feelings, experiences, or choices from a personal perspective?

NO

YES

Is the data focused exclusively on quality improvement/assurance, policies and procedures, needs assessment, organizational effectiveness, clinical practices, educational tool implementation, and/or other professional perspectives? [Project is NHSR: Not Human Subjects Research; IRB will assess for best practices management of human participant data.]

NO

YES

Project is Human Subjects Research but may be exempt from higher level of IRB review. Continue with flow chart to determine appropriate submission form.

Will you recruit from vulnerable populations? Ex: pregnant women/neonates, prisoners, persons experiencing homelessness or decisional impairment. [Some research with minors may be expedited or even exempt.]

NO

YES

Are you asking about sensitive issues that could reasonably cause discomfort, embarrassment, or if disclosed, could lead to stigma or negative consequences?

NO

YES

Will you collect/record any identifiers, whether direct (names, PHI, email) or indirect (demographics, titles, location, etc.)?

NO

YES

Could a combination of indirect identifiers, (e.g., age, race, title, years at current position, etc.) reasonably lead to the identification of a specific individual?

NO

YES

Will outcomes remain internal to an organization, programs, or services? (That is, not shared beyond the organization.) (If responses could reasonably place employees at risk, internal shared results must mask identities through aggregating or anonymizing data.)

NO

YES

Expedited Review needed. (Submissions accepted on a rolling basis.) Expect 4-8 weeks to approval, depending on revision requirements.