# IRB Application / Protocol

*A “Not Research” determination is made by the IRB when a project does not meet the federal definition of “research”:*

*“Research means a systematic investigation including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.”*

**Please complete this application as thoroughly as possible.**

Additional information and templates are available at [Office of Research Integrity and Compliance](http://www.cmu.edu/research-compliance/human-subjects-research/)

\*Note that incomplete applications will result in delays.

**Protocol Number:**

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**Study Title:**

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**PI Name:**

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| 1. Study Scope |

1. **What is the purpose of this project?**

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1. **What are the goals of this project?:**

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1. **Indicate why this project is not research/does not meet the definition of research found above:**

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| 2. Data Security and Confidentiality |

1. **If datasets are used indicate who is providing them (your source):**

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1. **Describe the contents of the dataset. What are the data elements?**

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1. **Describe how the data will be provided to you (*secure password protected file, encrypted USB hard drive, etc.)*:**

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1. **Indicate how you will keep the data secure:**

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1. **In addition to the individuals listed on the study personnel page, who will have access to research data (e.g. surveys, questionnaires, recordings, interview records, etc.)? Include a comprehensive list and indicate if information might or will be shared outside the research team and/or CMU.**

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