Will you, a member of your research team or a collaborator observe, interact with, or intervene with individuals to gather information that will be used for research? Examples:
- Surveys, questionnaires, focus groups, interviews
- Games, experiments in physical or electronic environments
- Physical or biomedical procedures
- Diet, nutrition studies, taste tests
- Studies examining the effectiveness of education tools or curricula
- Use of instruments or devices, including phones, to collect data or monitor or influence behavior
- Passive observation of public behavior (in physical or online environments)
- Studies examining individuals’ responses to manipulation of their physical or online environment

Is the information being collected about individuals?

NO, Research will only use existing data.

Refer to IRB Decision Tree 2 on Existing/Secondary Data

The focus of the project is only products, methods, policies, procedures, organizations (e.g., interviewing admissions staff and officials about admissions policies and procedures).

Not human participant research. No application to the IRB is needed.

Is the sole intent of the project to meet course requirements, with no intention to use the results for something other than the course assignment (i.e., you will not publish or present the results outside of the assigned class)?

This class project or assignment uses only survey methods and,
- Does Not involve questions about any kind of illegal, illicit, or sexual activity, or exposure to materials that might be considered offensive
- Does Not target participants from a protected status (e.g., < 18 or > 65 years of age, unable to provide their own legal informed consent, in an institution [prison, etc.], or have a physical or mental disability.)

May lead to publication, public presentation, thesis, or dissertation.

Is this a class project or assignment?

NOT

Is the project an oral history, ethnographic, or journalistic piece?

YES

The project interacts/intervenes with individuals using methods other than a survey, or surveys may target participants from a protected status, and/or include sensitive questions.

Not human participant research. No application to the IRB is needed.

Does the project involve stories that will or may draw broad conclusions about the population, cultures, norms and practices; even if research hypothesis is being tested or validated?

Published materials will be limited to only documenting or reporting on events, situation, policies, institutions or systems without intent to form hypotheses, draw conclusions, or generalize findings.

Is this a quality assurance/quality improvement/organizational effectiveness study (i.e., to assess, improve, or develop programs or services for an organization)?

YES

Outcomes will remain specific to the organization, program or service. Other organizations may use the results for their own programs.

Will outcomes be generalized for other organizations, programs or services?

NO

YES

This project is research with human subjects. An application to the IRB and written approval are required before the study can begin.

Adapted from MSU Billings’ Decision Tree Updated 9/2018
Does Your Project Involving Secondary or Existing Data, Documents, or Biological Specimens Require Review by the MSUN IRB? Decision Tree 2

Are the data/specimens about or from individuals who are or may be still living?

- NO
  - Not human participant research. No application to the IRB is needed.

- YES
  - Are the specimens (human cell lines, tissue, etc.) obtained from a producer or supplier of public use data; or
  - Is all the information about the specimens/data available in the public domain?

- NO
  - Can the **provider** link the specimens/data, directly or indirectly, to identifiable living individuals?

- YES
  - Were/will the specimens/data (be) collected specifically for the research through an interaction or intervention with living individuals?

- NO
  - Can the **recipient** link the specimens/data, directly or indirectly, to identifiable living individuals?

- YES
  - Is the **provider** a collaborator in the **recipient's** research (i.e., involved in the design, conduct or reporting of the research, listed as a collaborator on research proposals or protocols, planned sharing of authorship credit)?

  - NO
  - This project is research with human subjects. An application to the IRB and written approval are required before the study can begin.

  - YES

Adapted from MSU Billings’ Decision Tree Updated 9/2018