

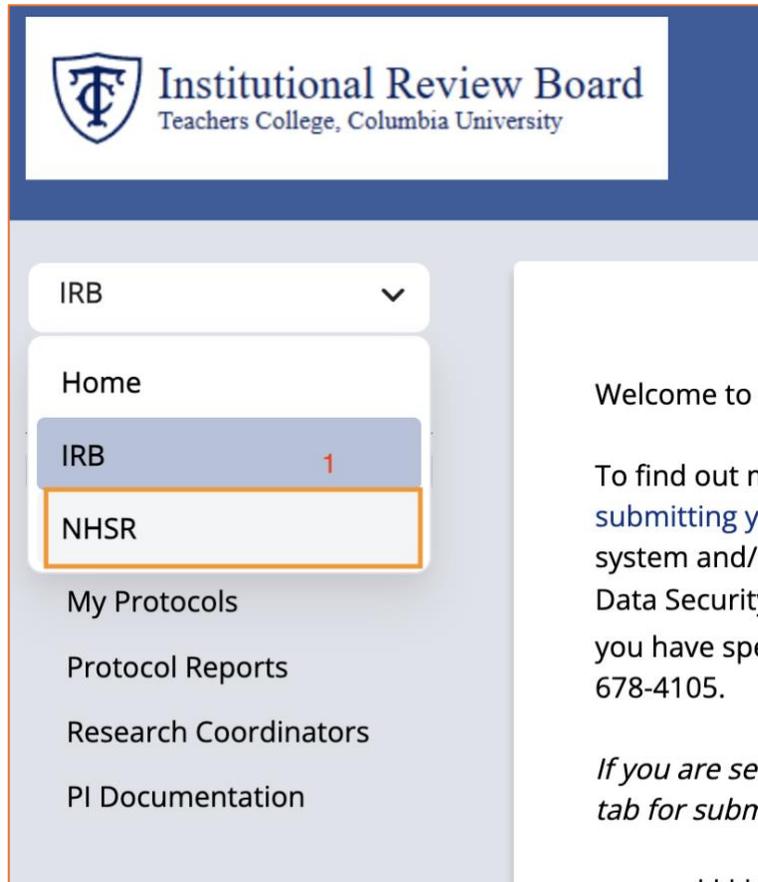
TC IRB Walkthrough for Submitting a Research Determination Form in Mentor IRB

TEACHERS COLLEGE INSTITUTIONAL REVIEW BOARD

This guide walks researchers step-by-step through the **Not Human Subjects Research (NHSR)** submission process at Teachers College using Mentor IRB.

1. Start a New NHSR Application

- From the **IRB dropdown** in the left-hand navigation menu, select **“NHSR.”**



- Click **“Create New NHSR Application.”**

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Institutional Review Board
Teachers College, Columbia University

NHSR

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My NHSR Application

NHSR ID

Study Title

Status: All

Role: All

Search 🔍 Clear ✕

NHSR # Title

2. Student Investigator Information (if applicable)

If you are a student, you will first be prompted to enter your faculty sponsor's name (start by typing their last name), then click Continue. Next, enter the title of your study, and then click Save.

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Select Faculty Sponsor Cancel X

i If you are unable to locate your faculty sponsor, then contact IRB office at IRB@tc.columbia.edu.

i Select your Faculty Sponsor by typing the first letters of their last name in the Lookup field below. Then select their name from the pop-up list.

* Faculty Sponsor Lookup 4

Continue

Close

Create NHR Application Cancel X

i **Important Notice:** Completion of this form initiates a formal review by the IRB to determine whether your project meets the definition of human subjects research. *Please do not begin any research activities involving data collection or participant interaction until you receive a formal determination from the IRB.*

* PI **Auto populated based on submitter** Faculty Sponsor
Brooke Kandel Yefrenia Henriquez Taveras

Leave this checked

Send Notification to Faculty Sponsor 5

* Study Title
nhr test

Review Type: Not Human Subjects Research

i On "Save" of this form, you will be presented with a set of questions designed to help determine if your project meets the criteria for Not Human Subjects Research. Once you have completed these questions, you will be prompted to sign your submission electronically (at the bottom of the questionnaire). If you are a student, your Faculty Sponsor will be notified automatically when you submit your electronic signature.

Save ✓ Cancel X

3. Review Pre-Submission Guidance

Before the questionnaire begins, you'll see an **important notice**:

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! *Do not begin research activities until the IRB has reviewed and issued a formal determination.*

⊗ The IRB **cannot** make retrospective determinations for projects already started or completed.

You'll also find links to:

- [OHRP Human Subject Regulations Decision Charts](#)
- [TC IRB's What is Human Subjects Research? guide](#)

4. Complete the Questionnaire

Research Determination Form Required Questions Unanswered: 14

This form is intended to help you determine if your proposed project meets the federal definition of research involving human subjects and requires oversight from the IRB.
For support in determining whether your study includes human subjects, please refer to the U.S. Department of Health and Human Services' [Human Subject Regulations Decision Charts](#).

Please also refer to our [What is Human Subjects Research? Guide](#) for additional detailed examples of what studies **are** considered human subjects research and which **are not**.

After reviewing your submission, the IRB will provide you with a written determination. This determination can be used to provide to sponsors, collaborators, journal editors, and others who need verification from an impartial source that the proposed activities do not require IRB approval.

Important Notice: Please do not begin any research activities involving data collection or participant interaction until you receive a formal determination from the IRB. The IRB cannot make retrospective determinations when the project has already started or has been completed.

Answer

* Provide a brief description of your project:
Answer Required

* Describe the goals/objectives of your project:
Answer Required

* Describe the human population that the project involves (or indicate it does not involve human subjects):
Answer Required

Section A – Project Overview

You will answer three open-ended questions:

- **Brief description of your project**
- **Goals or objectives**
- **Description of the human population involved (or confirm that none are)**

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Section B – Research Classification Questions

These determine if your activity qualifies as human subjects research. You'll be asked:

- Is your activity a **systematic investigation**?
- Is it intended to contribute to **generalizable knowledge**?
- Is it a **quality improvement or quality assurance** activity?
- Is it a **program evaluation**?

You will also address:

- Whether results are intended to remain **organization-specific**
- Whether the project involves **public benefit or service programs**

Answer **Yes/No** for each item based on your study.

Section C – Human Subjects Triggers

This section is critical. You'll be asked:

- Will you interact or intervene with living individuals?
- Will you obtain or use **identifiable private information or biospecimens**?
- Are you using **coded data** where you have access to the link?
- Will your data come **entirely from public sources**?
- Is your dataset **completely de-identified**?
- Will you **merge datasets** that could re-identify subjects?

Each answer impacts whether IRB oversight is required.

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Section D – Funding Source

Indicate whether your project is:

- Unfunded
- Funded by a **non-federal** source

Federal funding may trigger review even if the project doesn't involve human subjects.

5. Upload the Research Proposal or Protocol Description (Optional)

You may upload a brief proposal or protocol description, **though it is not required**. This is helpful for context but not mandatory for NHSR applications.

If you have a protocol description, please upload it here (not required) :

Choose File No file chosen

Display Name

Rename File to

Leave blank to use original file name

6. Electronic Signature

Once all required fields are completed:

- Click **“Sign Electronically”** at the bottom of the form.

When all required questions are answered above, the "Sign Electronically" button will be enabled below. You must sign your submission electronically in order for it to Submit. If you are a student, the application will be routed to your Faculty Sponsor and then be submitted automatically for determination by the IRB.

^

Brooke Kandel Sign Electronically

[View NHSR Application Page](#)

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- Then, complete the submission attestation and proceed with signature.

- If you're a **student**, the form will be routed to your **Faculty Sponsor** for review and approval before submission to the IRB.

7. Faculty Sponsor Review (Students Only)

Faculty sponsors must log in and select an action (Accept, Revisions Required, Not Yet Accepted, or Rejected). They are responsible for ensuring:

- The project is accurately described
- Any future changes are reported
- The student adheres to the parameters of NHR status

8. Await IRB Determination

Once submitted, the IRB will review your responses. You'll receive a formal **written determination** that can be provided to:

- Sponsors
- Journal editors

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- Academic departments
- Collaborators

9. Reminders

- **Do not** begin research until a determination letter is issued.
- NHSR determinations **do not require** a full protocol or consent documents.
- If your project changes, you may need to **resubmit** for reevaluation.
- For questions, submit a ticket via [AskIRB](#) or contact irb@tc.edu.