

OFFICE OF RESEARCH AND DOCTORAL STUDIES

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CLEARANCE PROCESS FOR THE SUBMISSION OF APPLICATIONS TO THE UCAIHS BY STEINHARDT STUDENTS (rev. Sept.2010)

All Steinhardt students initiating a UCAIHS (University Committee on Activities Involving Human Subjects) application for any research study are required to use the following process:

1. The student must work with a faculty mentor while preparing a UCAIHS application. This mentor is usually a dissertation chair or advisor.
2. Prior to submission to UCAIHS, students must complete and pass the UCAIHS on-line human subjects tutorial. See <http://www.nyu.edu/ucaihstutorial/>
3. When the faculty mentor determines the UCAIHS material complete, the application and all accompanying documents are transmitted electronically to the school's designate for the clearance process, for pre-review. Submit materials by email to steinhardt.ucaihsclearance@nyu.edu
4. Materials must be transmitted in Word document format. This includes the UCAIHS application and all appendices. The application should be given a file name that includes a last name (e.g., UCAIHS_APPLICATION_JONES.doc). Appendices must be similarly labeled (e.g.,APPENDICES_UCAIHS_JONES.doc).
5. On subsequent revisions, add the word "revision1" etc. to the file name. Applications that are incomplete or not properly named will be returned without review.
6. Feedback will be given to the student and faculty mentor within five (5) work days. Those applications requiring revisions will be returned and revised until the application is determined to be ready to submit to UCAIHS. After three (3) revisions, if the material remains unacceptable, a meeting will be required with the Associate Dean for Research and Doctoral Studies.
7. After receiving clearance, the student must obtain the signature of the faculty mentor on page one of the UCAIHS application and deliver the application and accompanying materials to the drop-off mail box at the reception desk of the Office of the Associate Dean for Research and Doctoral Studies (Pless Hall, 5th Floor). Please do not email the Associate Dean regarding your materials – the Associate Dean will sign the first page of the application within 24 hours and place the materials in the pick-up mailbox at the reception desk. (UCAIHS will not accept any student application without this signature.)
8. All submissions to UCAIHS are now electronic. Students will have to scan and attach the first page (with the signatures) onto the rest of the application. For more information: http://www.nyu.edu/research/resources-and-support-offices/getting-started-withyourresearch/human-subjects-research/forms-guidance/required-materials-for-application.html#quadBox_nyurichtext
9. Please note applications will not be accepted for Steinhardt Pre-Review from August 10th through Labor Day. All applications received on or after August 10th will be reviewed at the start of the fall semester.