Protocols Using Retrospective Data

If a faculty member is requesting approval for retrospective research using existing, publicly available, non-identifiable data, completing an application may not be necessary. An email to the IRB Chair with the following information can be sent to determine if an application is necessary:

1. Title of protocol
2. Purpose or research questions
3. Target population (people, existing records)
4. Health information involved? (this may require HIPAA form)
5. Identifiability of sample

The IRB Chair will respond regarding the need to complete an application and/or to submit other documents. If the data involves private health information, a HIPAA application must be submitted.