

MID-YEAR REPORT FOR FY 2025-2026

Office of Research
Compliance and
Outreach

Mid-Year Report (July 1, 2025 – December 31, 2025)

Executive Summary

The Office of Research Compliance and Outreach (ORCO) provides comprehensive Human Research Protection Program (HRPP) and Institutional Review Board (IRB) metrics on an annual basis, supplemented by semi-annual updates. This semi-annual report presents an analysis of key metrics for July 1, 2025 through December 31, 2025. For clarity and ease of reference, a glossary of essential terms is included.

This report includes:

- Submission counts and percentages by Approval Type/CUNY Role.
- Total HRPP Coordinator Review Days and percentages by school affiliation and CUNY Role.
- Percentage of Total Average Days of IRBManager Process by Stage.
- Additional compliance requests from July 1, 2025 through December 31, 2025.

Key findings:

- There were 179 submissions (119 faculty, 60 students,).
- Submission breakdown: Library (1), Marx (18), Zicklin (54), Weissman (106).
- The three main IRBManager stages—Data Entry, Faculty/Advisor Review, and HRPP Coordinator Review—had average durations of 11.46, 3.06, and 8.95 calendar days respectively.
- Overall, projects had an average of 1.9 HRPP review cycles and spent 8.95 calendar days in HRPP Review Stage¹
- The full IRBManager process takes an average of 21.94 calendar days.²

¹ HRPP Review Time/days refers to the process in which applications undergo screening or local review by ORCO Staff).

² Total duration of IRBManager process are sums of average days spent in HRPP Coordinator Review, Data Entry, Expedited or Exempt w/Limited IRB Review, and IRB Review stages.

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Glossary of Terms

Stage/Metrics Types	Definition
Calendar Days	Metrics in IRBManager are measured in calendar days, following a seven-day week model. This total includes weekends, holidays, and any institutional closures.
Chair’s Review Stage	The Review Stage involves HRPPs submitting projects to the IRB Chair or Vice-Chair for review, specifically in cases where non-compliance may be present.
Data Entry Stage	The Submission Stage involves researchers drafting or modifying their forms. Projects will re-enter this stage if the HRPP, IRB, or Faculty Advisor requests changes..
Days in Stage	Metrics type refers to the number of days in a particular stage. All stages provide metrics in either times or days.
Exempt w Limited IRB/Expedited Review	Review Stage when reviewers send their determinations to the HRPP Coordinator Office
Faculty Advisor Signature	Submission Stage where Faculty Advisors assess student-submitted projects. Advisors have the option to send the project back to the student for revisions or advance it to the HRPP Office for compliance review.
HRPP Coordinator Review	Review Stage where the HRPP Coordinator assesses submitted projects through a pre-review process. This includes evaluating compliance, identifying required revisions, and issuing determinations aligned with institutional policies.
Times in Stage	Metrics type refers to the number of times in a particular stage. All stages provide metrics in either times or days.
Review Stage	Review Stage when project is with Reviewer.

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Count of Submissions (By Submission Type/CUNY Role)

	Library	Marxe	Weissman	Zicklin	Grand Total
Faculty	1	18	69	31	119
Administrative Closure		1	2	1	4
Amendment Event	1	5	21	5	32
Annual Check-In w Review		7	27	17	51
Continuing Review Event			1		1
Final Report Event		2	12	3	17
Initial Submission Event		3	6	5	14
Student			37	23	60
Administrative Closure			2		2
Amendment Event			5	3	8
Annual Check-In w Review			8	10	18
Final Report Event			7	4	11
Initial Submission Event			15	6	21
Grand Total	1	18	106	54	179

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Percentage of Submission Counts (By Submission Type/CUNY Role)

	Library	Marxe	Weissman	Zicklin	Grand Total
Faculty	0.56%	10.06%	38.55%	17.32%	66.48%
Administrative Closure	0.00%	0.56%	1.12%	0.56%	2.23%
Amendment Event	0.56%	2.79%	11.73%	2.79%	17.88%
Annual Check-In w Review	0.00%	3.91%	15.08%	9.50%	28.49%
Continuing Review Event	0.00%	0.00%	0.56%	0.00%	0.56%
Final Report Event	0.00%	1.12%	6.70%	1.68%	9.50%
Initial Submission Event	0.00%	1.68%	3.35%	2.79%	7.82%
Student	0.00%	0.00%	20.67%	12.85%	33.52%
Administrative Closure	0.00%	0.00%	1.12%	0.00%	1.12%
Amendment Event	0.00%	0.00%	2.79%	1.68%	4.47%
Annual Check-In w Review	0.00%	0.00%	4.47%	5.59%	10.06%
Final Report Event	0.00%	0.00%	3.91%	2.23%	6.15%
Initial Submission Event	0.00%	0.00%	8.38%	3.35%	11.73%
Grand Total	0.56%	10.06%	59.22%	30.17%	100.00%

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Count of Total HRPP Coordinator Days in Stage³ (By Submission Type/CUNY Role)

	Library	Marxe	Weissman	Zicklin	Grand Total
Faculty	4.93	120.29	249.95	170.9	546.07
Administrative Closure					
Amendment Event	4.93	77.41	127.65	29.16	239.15
Annual Check-In w Review					
Continuing Review Event			4.91		4.91
Final Report Event		6.98	27.61	9.48	44.07
Initial Submission Event		35.9	89.78	132.26	257.94
Student			183.27	119.9	303.17
Administrative Closure					
Amendment Event			28.91	7.97	36.88
Annual Check-In w Review					
Final Report Event			8.22	13.62	21.84
Initial Submission Event			146.14	98.31	244.45
Grand Total	4.93	120.29	433.22	290.8	849.24

³ The chart depicts the cumulative number of days each submission type spent in the HRPP Coordinator review stage.

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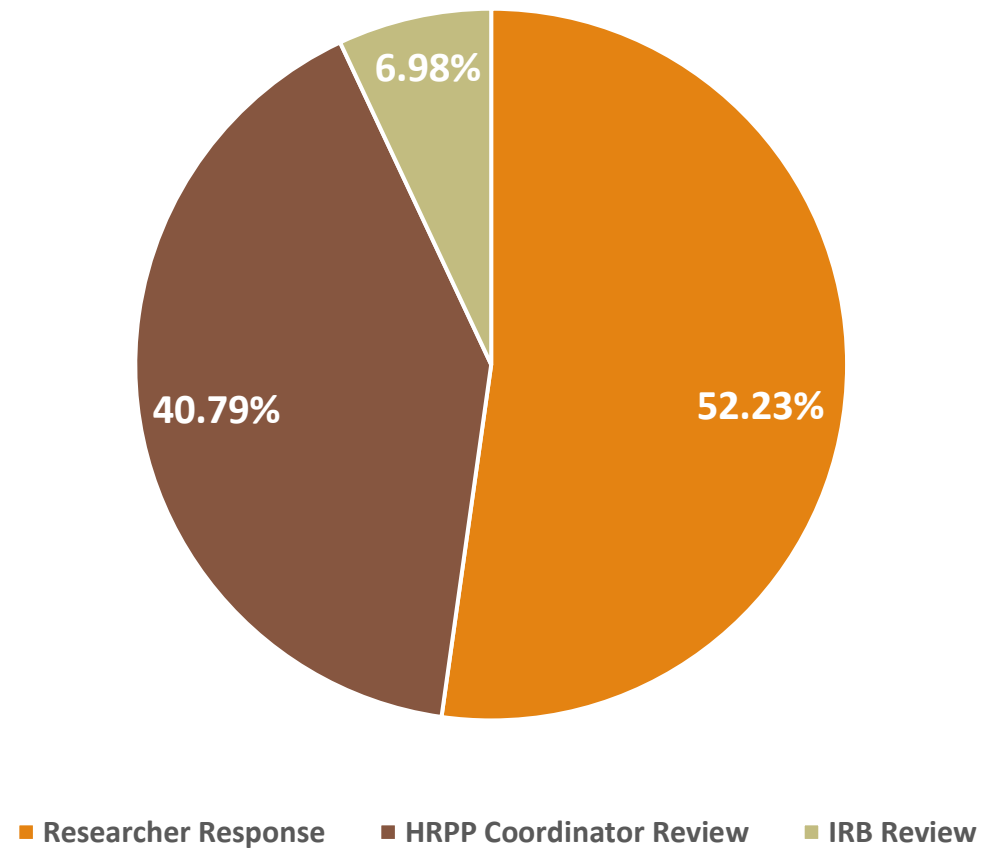
Percentage of Total HRPP Coordinator Days in Stage (By Submission Type/CUNY Role)⁴

	Library	Marxe	Weissman	Zicklin	Grand Total
Faculty	0.58%	14.16%	29.43%	20.12%	64.30%
Administrative Closure	0.00%	0.00%	0.00%	0.00%	0.00%
Amendment Event	0.58%	9.12%	15.03%	3.43%	28.16%
Annual Check-In w Review	0.00%	0.00%	0.00%	0.00%	0.00%
Continuing Review Event	0.00%	0.00%	0.58%	0.00%	0.58%
Final Report Event	0.00%	0.82%	3.25%	1.12%	5.19%
Initial Submission Event	0.00%	4.23%	10.57%	15.57%	30.37%
Student	0.00%	0.00%	21.58%	14.12%	35.70%
Administrative Closure	0.00%	0.00%	0.00%	0.00%	0.00%
Amendment Event	0.00%	0.00%	3.40%	0.94%	4.34%
Annual Check-In w Review	0.00%	0.00%	0.00%	0.00%	0.00%
Final Report Event	0.00%	0.00%	0.97%	1.60%	2.57%
Initial Submission Event	0.00%	0.00%	17.21%	11.58%	28.78%
Grand Total	0.58%	14.16%	51.01%	34.24%	100.00%

⁴Chart depicts percentage of cumulative days in HRPP Coordinator Review Stage by Submission Type/CUNY Role.

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Percentage of Average Total Days of IRBManager Process (By Stage)



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Other Compliance Requests

Compliance Request	Role	Affiliation
Export Control Inquiry	Faculty	Zicklin
Export Control Inquiry	Faculty	Zicklin
Export Control Inquiry	Student	Graduate Center
Export Control Screening	Faculty	Weissman
Export Control Screening	Faculty	Weissman
Export Control Screening	Faculty	Marxe
Export Control Screening	Student	Zicklin
Independent Researcher Agreement	Faculty	Weissman
Independent Researcher Agreement	Faculty	Weissman
IRB Authorization Agreement	Faculty	Weissman
Non-Compliance	Student	DBA Program
Permission to Serve as PI on HSR	Faculty	Weissman
Research Determination	Faculty	Weissman
Research Determination	Faculty	Weissman
Research Determination	Faculty	Library
Research Determination	Student	Zicklin
Restricted Data Use Agreement	Faculty	Marxe
Restricted Data Use Agreement	Faculty	Marxe
Site Permission	Faculty	CUNY Graduate School of Public Health
Site Permission	Faculty	CUNY Graduate School of Public Health

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Site Permission	Faculty	CUNY City College of New York
Site Permission	Faculty	Brooklyn College
Site Permission	High School Student	New Rochelle High School
Site Permission	Staff	Northeastern University
Site Permission	Student	CUNY City College of New York
Site Permission	Student	Brooklyn College

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Count of Other Compliance Requests

Type of Compliance Request	Count
Export Control Inquiry	3
Export Control Screening (Conducted at CUNY Central)	4
Independent Researcher Agreement	2
IRB Authorization Agreement	1
Non-Compliance Event IRB ⁵	1
Permission to serve as PI	1
Research Determination	4
Research Site Request	8
Restricted Data Use Agreement	2
Total	26

⁵ This is a single event instance that couldn't be reviewed in IRBManager because the Student PI had no approved form; the IRB Chair reviewed it by email.