

Checklist for determining if classroom project must be submitted to IRB

In many cases, projects conducted by students for educational purposes in a specific class do not need to be submitted for review by the IRB. The checklist below is designed to help determine whether a classroom project should be submitted.

Would the project be classified as human subjects research if it were not a classroom project (see Determination Form)?

No -> Do not submit to IRB. Yes -> Continue below.

Is the project being conducted as part of a Doctoral dissertation, Master's thesis, Honors project, or Graduation with Distinction project?

Yes -> Submit to IRB. No -> Continue below.

Characteristics of the project -- Check all that apply:

- The risk level is no greater than minimal (no more than would be encountered in routine activities).
- The study does not involve interaction with vulnerable subjects (pregnant women, fetuses, children under 18, prisoners, or cognitively impaired persons).
- No identifying information will be collected from subjects.
- The project is limited to surveys/questionnaires/interviews, observation of public behavior, or standard educational practices related to the topic under study.
- Surveys/questionnaires/interviews, if used, do not contain questions about sensitive information (for instance, alcohol/drug use, sexual behavior/attitudes, criminal activity, or medical history).
- Subjects are recruited in a voluntary manner.
- Data may be shared in a classroom presentation, but will not be used for any publication or public presentation outside the classroom.
- Data are not archived or saved to be used in any way in the future.

If ALL the above characteristics are checked, the project should NOT be submitted to the IRB for review.

Faculty Responsibilities

Faculty who require students to do classroom based research projects assume responsibility for the conduct of those projects and assure that the guidelines outlined here are met and that research that falls outside of these criteria is submitted to the IRB for a regular review.

It is the responsibility of faculty to determine whether an assigned project involving humans can be classified as a course-related student project under the criteria above. Faculty should

contact the IRB office for assistance if needed in making this determination. It is the responsibility of the faculty to discuss general principles of ethical conduct in research with the students prior to the initiation of the project. In addition, the faculty member must ensure that all surveys/questionnaires/interviews are preceded by a disclosure of the following points to the respondent. If an information sheet or any recruitment materials are used, these points must be in that document:

1. The student identifies him/herself as a Southeast student who is performing the activity to fulfill a course requirement, and the course is specifically identified.
2. The name of the supervising faculty member to contact for questions is provided.
3. The persons who have access to the individual data and/or summarized results are specified (e.g., instructor only, company/organization/agency).
4. Respondents are informed that their participation is completely voluntary and confidential.

Care should be taken to protect the rights and welfare of the individuals who act as participants. Standard research practices such as obtaining consent, ensuring confidentiality, responsible fieldwork, and giving participants a contact name should be employed.