## Student Class Project Guidelines

## Deciding Whether IRB Review is Necessary

The majority of classroom projects will not be considered research by Federal definition and will not require IRB review. If the intention of the class project meets the following criteria, then, the project would **not** meet the definition of research and does **not** require IRB submission.

* It is an activity designed as part of a course requirement for purposes of learning research methods and;
* The results and data will not be used for any presentation, conference, publication, thesis, dissertation, or report outside of the course for which it is assigned.

**If the intention is to use the project outside of the classroom, the project requires review and approval or a determination of exemption by the IRB prior to the start of project activities.** As new researchers, student projects should fall into the exempt or expedited categories. Thus, instructors should encourage students to develop minimal risk protocols. The higher the risk, the stricter the regulations, which adds complexity for which the student is not prepared and which often times results in extended delays in IRB approval. Regardless of risk, the IRB process should be begin as soon as possible. Note that the IRB does not have the option of granting “retroactive” approval after research is complete; consult with the Research Protections Office for guidance prior to conducting research if there is any question.

Instructors should reference the IRB Review guidance for information regarding different levels of risk and types of IRB Review.

## Examples Not Requiring IRB Review

* CLASS PROJECTS involving secondary data analyses that are assigned and conducted as educational exercises, using data that are either publicly available data, de-identified or otherwise impossible to be linked to personal identities.
* CLASS PROJECTS involving secondary data analyses that are assigned and conducted as educational exercises, and that use datasets that include private information and codes that link to identifiers, but the students do not have access to the identifiers.
* CLASS PROJECTS or PRACTICA that involve direct interaction (e.g., in person, via mail, email, web surveys, or telephone), but where the purpose is training, an educational exercise or professional development, and not considered research by Federal definition. The project or practicum is not “research” even if students ask people questions as part of learning how to conduct interviews or surveys, take histories, administer assessments, or perform “in-house” evaluations as requested by the practicum site.

## Examples Requiring IRB Review

* If a student decides after the completion of a practicum activity to pursue additional activities with the same information for a master’s project or paper, then an IRB application describing research use of secondary data should be submitted for approval, as above.
* CLASS PROJECTS or PRACTICA that involve direct interaction or secondary analyses of private identifiable data and are undertaken as both an educational experience and as research (e.g., results of these activities will be presented publicly or otherwise disseminated, or the data will be stored and used by the students or others as research data).

## Responsibility of Course Instructors

The instructor/faculty must complete the required CITI human subjects in research training.

To ensure ethical conduct of student class projects, instructors who assign a class project are expected to review student’s plans prior to subject recruitment and data collection.

When a student project does require IRB review, the Instructor must comply with the responsibilities as listed under Investigator Responsibilities, as well as additional mentoring responsibilities as listed below:

1. Reviewing each student project for submission to the Committee on Human Research for accuracy and completeness.

2. Assisting and supporting the student in his/her interaction with the Committee on Human Research and overseeing the resolution of any issues arising during the review process. .

3. Oversight of the student's research to ensure that human subjects are protected, e.g., the protocol is followed as approved, any unanticipated events are reported as required, etc.

4. Verifying that prior approval of Thesis or Dissertation Committee, if applicable, has been obtained.

## Responsibility of Students

Student researchers have responsibilities as listed under Investigator Responsibilities.