

Acknowledgement to Proceed with Student Class Projects

Instructor's Assurance: By submitting this application, I attest that I am aware of the applicable principles, policies, regulations, and laws governing the protection of human subjects in research and that I be guided by them in the conduct of this class project research.

Is the research study and collected data for this class project intended to be used as a pilot study, for publication, formal reports, or presentations at professional or student conferences?

Yes – Stop. Fill out an Exempt/Expediated or Full Review IRB application. This application is not appropriate.

No – Continue with this application.

Is the purpose of this assignment for students to learn about the process of engaging in research or applying a pedagogical technique?

Yes – Continue with this application. Please attach class syllabus or assignment.

No – The research is intended for publication, formal reports, or presentations at professional or student conferences. This requires an IRB application.

Has the instructor completed the required online training?

Yes – CITI is current and on file with IRB or submitted with this application.

No – See and complete the CITI training before continuing.

Will students/student groups/class be required to fill out a *Form A: Application for IRB approval* be completed prior to conducting the research and approved by the instructor of the course before the research study is started?

Yes – This is recommended but not required. Please indicate that this method will be used in the syllabus or assignment instructions.

No – While recommended this is not required. Please indicate in the syllabus or assignment instructions how the instructor will approve the research projects.

Will students be required to take the online training appropriate for working with human subjects based upon the type of research and IRB process as part of the course work?

Yes

No – We recommend having students complete the training or the training is discussed as part of the course.

Will students be required to solicit human subjects for the class project?

Yes – I, course instructor, will ensure the person with appropriate authority is contacted to distribute the solicitation to the population of interest.

No – solicitation outside of the course is not necessary for this project.

The following statement will be **included in all solicitation and consent forms** used for the student class projects.

“The study is a class project and has been approved by [fill in instructor's name] according to the ATU IRB's “Acknowledgement to Proceed with Student Class Projects” form. You can reach out to [fill in instructor's name] if you have questions as well.

In the box below please describe the intended project. Is it a project you have designed, and the class will carry out? Are the students creating their own individual or group projects? What is the purpose for this assignment?

In the box below please indicate how you will inform students that the project is for class purposes only and the information is not to be distributed or shared in a manner associated with IRB approval for human subject research. Refer to question one.

As instructor of this class, I certify that the class projects will follow the criteria outlined in this form. I certify that approval of this form is for a class project intended for student learning and not IRB approval for human subject research.

Signature:

Date:

*If submitted by a faculty member electronic (typed) signatures are acceptable

*Course Number

*Course Title

*Semester

Class Projects are approved for up to three years. If CITI training expires or changes are made to the Class Project within the three-year duration, please resubmit the Class Project. If no changes are made and if CITI training is up-to-date, please send a memo each year stating this to irb@atu.edu

*CITI Expiration Date

Institutional Review Board Use Only

Date Received

Approval Date

Approval

Approval Notification Date

In the box below note why the class project was not approved and note updates that resulted in approval. Include dates of contact.