

CLASSROOM RESEARCH

To provide guidance to faculty members, the Institutional Review Board (IRB) has developed the following criteria to determine if classroom assignments require IRB approval. Formal approval by the IRB may not generally be required if ALL of the following are true:

- The project is a class requirement and the requirement is stated on the class syllabus.
- The project involves only members of the class (i.e., only enrolled students and the instructor(s) of the course), such that data are collected only from and by such members.
- The data are collected within the confines of the classroom or laboratory assigned to that course, or data are conducted as part of small group settings consisting only of members of the class, as defined above.
- The project carries no risk, as determined by the IRB (see risk categories below).

If research is conducted outside the confines of any classroom or laboratory, it must be approved by the IRB in all cases. Faculty and students may contact the IRB Chair and Members to discuss the assignment and obtain assistance in determining if review is needed.

1. If the faculty member determines that classroom research does not require formal IRB approval, he/she should complete an application for **“Classroom Research Not Requiring IRB Review”** for the course being taught, including the course syllabus as an attachment and submit to the IRB office for approval.
2. If the faculty member determines that classroom research does require IRB approval (based on the above criteria), he/she should complete an **“IRB-Classroom Research”** application for the course being taught, including classroom research assignment forms for each student. Each student in the course must complete the “classroom assignment form” and submit to the faculty instructor with all pertinent information necessary to determine if the project needs formal IRB review and/or approval. For these activities, the faculty member shall provide ethical supervision, followed by department heads and deans.

PLEASE NOTE: If any of the following criteria are met, the project would not qualify for review through the Classroom Research Review process. Rather, these projects must be reviewed by the IRB through the regular IRB review process. This list is not all inclusive and the IRB withholds the right to request that any classroom research project be reviewed through the regular IRB review process.

- Participants are from a special population such as minors (under 18 years old), prisoners, patients, physically or mentally challenged individuals, or pregnant women.
- The assignment requires using a setting such as prisons, nursing homes, hospitals, or schools.
- The assignment focuses on sensitive topics such as alcohol/drugs, depression/suicide, learning disabilities, abortion/AIDS/HIV/Sex, sexually transmitted diseases, eating disorders, or other sensitive psychological inventories.
- The assignment involves potential risk (physical, psychological, emotional, social, or economic).
- The assignment includes audio taping or videotaping.
- Participants can be directly identified through the assignment.
- The project will be formally presented to an audience outside of the class (including SRCEE or other on-campus forums).

**Application for
Classroom Research Not Requiring IRB Review**

Name of Course:

Name of Instructor:

Semester/Term of Course:

The above named instructor is seeking approval for the conduct of research within the classroom and assures that all of the following criteria are met:

- The project is a class requirement and the requirement is stated on the class syllabus.
- The project involves only members of the class (i.e., only enrolled students and the instructor(s) of the course), such that data are collected only from and by such members.
- The data are collected within the confines of the classroom or laboratory assigned to that course, or data are conducted as part of small group settings consisting only of members of the class, as defined above.
- The project carries no risk, as determined by the IRB (see risk categories below).

Please attach a syllabus for the course, highlighting the description of the research project.

**Application for
IRB-Classroom Research**

Name of Course:

Name of Instructor:

Semester/Term of Course:

The above named instructor is seeking approval for the conduct of classroom research which **does not meet** all of the following criteria:

1. The project is a class requirement and the requirement is stated on the class syllabus.
2. The project involves only members of the class (i.e., only enrolled students and the instructor(s) of the course), such that data are collected only from and by such members.
3. The data are collected within the confines of the classroom or laboratory assigned to that course, or data are conducted as part of small group settings consisting only of members of the class, as defined above.
4. The project carries no risk, as determined by the IRB (see risk categories below).

Please provide a brief description of the research project for the class (you may include a copy of the syllabus, with the project highlighted).

Please provide a "classroom assignment form" for each student (or student group) in the course.

**CLASSROOM ASSIGNMENT FORM
FOR REVIEW OF STUDIES INVOLVING
THE USE OF HUMAN SUBJECTS
CENTRAL MICHIGAN UNIVERSITY**

Name of Investigator _____ Department: _____

Mailing Address: _____ Phone: _____

Email: _____

Name of Class: _____ Name of Instructor _____

Project Title:

Proposed project dates: from ___/___/___ to ___/___/___

Protocol:

1. Where will the research be conducted?
2. Who will conduct the research and how many investigators will be involved?
3. Describe the data gathering instruments that will be used. Attach copies of all questionnaires, interview schedules, or other data collection instruments.
4. Describe any apparatus that will be used for data collection.
5. State the amount of time required of a subject to participate in your study. This should include the number and length of times of participation (e.g., two sessions lasting 30 minutes each).

Characteristics of Subjects:

1. How many subjects do you estimate will participate in your study?
2. Describe the expected ages, gender, ethnic backgrounds and health status of subjects.
3. Will data collection be done in a classroom setting? If this answer is "Yes", explain what students who do not participate in the research will be doing.
4. What is the source of the subject pool (e.g., all teachers at a school, department subject pool, community members, etc.)? If the list of potential subjects is publicly available, please indicate so.
5. How will participants be selected or recruited?
 - a. Will selection be accomplished on the basis of document review? If this answer is "Yes", explain how document review will take place and provide assurance that the researcher will not have access to private or confidential files.
 - b. Will selection of participants be accomplished on the basis of a screening measure? If this answer is "Yes", the screening process must be made clear to the subjects during the initial consent process. Include appropriate debriefing information for individuals removed from the research and an additional consent form for those remaining as subjects in the research project.

6. Attach any advertisements, flyers, cover letters, or scripts to be used in recruiting subjects.
7. Is participation voluntary?
8. Explain how the researcher will minimize any possibility of perceived coercion to participate.
9. Attach a letter giving approval from any agencies or schools that will be involved with the data collection.
10. Will there be any unauthorized access to private or confidential information in the securing of the pool of potential subjects? If this answer is “Yes”, document that you have the right to access the information. (Include letter from agency or school if appropriate).
11. Will any of the data be taken from archives that are subject to HIPAA regulations? If yes, assure that none of your data files will contain any of the 18 identifiers listed by HIPAA (click here for list of identifiers).

Benefits

1. What are the benefits of participation to the subjects or larger community?
2. State clearly the importance of expected knowledge to be gained from this research project.

Confidentiality

1. Describe the precautions that will be taken to ensure the privacy of subjects and confidentiality of information by answering the following questions. Be explicit if the data are sensitive.
 - a. How and where will information be kept that could identify subjects?
 - b. Who has access to information which could identify subjects?
 - c. How long will information be kept that could identify subjects?
 - d. What is the plan for disposition of information that could identify subjects, if appropriate?
2. Will coding be used to replace names in your data?
 - a. Describe the coding procedure, ensuring that no individual identifiers will be used and that codes could not be used to link a participant with his/her responses or data.
3. Will data be collected by observation of behavior without explicit agreement of the subjects?
 - a. Specify that the subjects have no reasonable expectation that their behavior is private.
 - b. State that the data will have no individual codes or coding will be unrelated to the individual under observation.

Consent and Assent Forms

1. Will any of the adult participants be provided with a survey that will be returned anonymously? If yes, submit a [Consent Form for Anonymous Surveys](#)
2. Will any of the adult participants be asked to complete a survey “on the street” or on the phone? If yes, submit a [Consent Form for Phone or Informal Surveys](#)
3. Will any of the adult participants be interviewed in person, be asked to complete surveys, questionnaires, or other instruments and measures not included in the above questions? If yes, submit an [Adult Consent Form](#)
4. Describe the process for obtaining consent and/or assent. Remember that the form used (above) is simply to document that consent and/or assent was obtained. The objective of informed consent is to provide a person with enough information to be able to make an informed decision, without coercion, to participate or not participate in your study.

Investigator's Assurance Statement for Research Involving the Use of Human Subjects: Central Michigan University

"I understand Central Michigan University's policy concerning research involving human subjects and agree:

1. to accept responsibility for the ethical conduct of this research study (including appropriate procedures to ensure informed consent);
2. to obtain approval from the University's IRB prior to instituting any change in the research project;
3. to report to the University's IRB any serious adverse reactions or unexpected effects on subjects, and;
4. to submit to the IRB an End of Project Report at the completion of the project."

Student Signature(s) (ALL investigators on **this** project must sign below)

Date _____

Date _____

Date _____

Date _____

Instructor Signature _____

Date _____