Guidelines for Course Projects

Research conducted solely for pedagogical purposes may not need IRB review, under the following conditions:

- The instructor's intention is to teach professional research methods such as interviewing, surveying, or experimental design.
- The data are gathered solely for the purposes of teaching how to analyze them.
- The results will remain in the classroom and/or the organization for which you are doing the research.

These data can be presented at the end of the semester within the confines of the institution, for instance, at the Student Research & Creative Work Symposium. However, if the results will be published (including Fisher Digital Publications), presented at a larger conference off-campus, or generalized in some other way, it will be necessary to obtain IRB approval.

Use the following to see if your class project requires IRB review:

1. The project fulfills the requirements outlined in the Exempt category guidelines.	Yes	No
2. As the faculty member overseeing student research, I have completed the CITI training and will review issues of confidentiality with students conducting research for classroom projects.	Yes	No
If you answered "yes" to both questions, then the project does not require IRB review. You can skip ahead to page 2 to review the important guidelines provided for such course-based projects. If you answered "no," please continue.		
3. The project fulfills the requirement for an expedited level of review *and* is only being used as a teaching tool.	Yes	No
4. The research subjects are at least 18 years old (e.g., not minors).	Yes	No
5. The research presents minimal risk (physical, psychological, social, or financial).	Yes	No
6. The research will not be submitted to or presented at a professional conference, published in a professional journal/magazine/ newsletter, or be posted on a website that can be publicly accessed, such as Fisher Digital Publications. **(Note:** the SJFC Student Research & Creative Work Symposium is not considered a professional conference.)	Yes	No
7. The data collected in this research is being used **only** by a student or faculty member for this project and **not** being used in any faculty research studies.	Yes	No
8. As the faculty member overseeing student research, I have completed the CITI training and will review issues of confidentiality with students conducting research for classroom projects.	Yes	No

Please note:

If you answered "yes" to 1-2 or "yes" to 3-8, you and your students may complete research for a class project without IRB submission or approval. Instructors are encouraged to have students conducting research for course projects complete the CITI training course using the learner group "Students in Undergraduate Research Courses."

In addition, students are still required to follow all human subject protection protocols. The faculty is ultimately responsible for ensuring students abide by these protocols. When information is collected for a class project that does not meet the definition of "research" (as defined by the federal regulations), it is still important to inform the people students talk with about their class project**.** Students should include the following when collecting information from other people:

- Who they are/introduction (This may not always be necessary, as many students enlist the help of friends or family to collect data for a class project.)
- The fact that they are conducting a class project.
- What participants will be asked to do. ("I would like to ask you some questions about …., . If there are any questions you don't want to answer, it is fine to skip them".)
- How long the interview, survey, etc., may take to complete.
- What will happen to the information they collect ("The information will be used to write my paper for the class, and I will give a presentation in class. All of my notes, surveys, etc., will be destroyed when the project is completed.")
- Whether (and how) participants will be identified: ("I will not write your name on my notes"; "Do not write your name on the survey;" "I will not use your name in my paper;" "I will use a numerical code to identify you.")
- That participants may contact the student if they have any questions (provide phone number/email).
- Ask participants if they understand the information or have any questions
- Ask participants if they agree to participate.
- Students may want to have an information sheet to hand to possible participants with all of the above information on it even though they will not sign it.

If you were not able to answer "yes" to all the statements, the project will likely need to be submitted to the IRB. If you have questions or would like to discuss further, please contact us at irb@sjfc.edu.

If a class project evolves into a research project that the student/instructor wishes to publish or generalize, then the research will need to undergo IRB review. This should occur as soon as it is known that the data will be used for research.

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