

Introduction

Student research activities which are considered to be below the level of Special Project research, and are completed in partial fulfillment of requirements for a course, may only need to be submitted to the course instructor for approval prior to the collection of data, provided the instructor has an approved ***Course Instructor Certification Form*** on file with the SCSU HRPP Institutional Review Board (IRB) (enclosed). An instructor must complete this form for each course taught in which students collect data from human subjects for classroom research projects. Once filed with the SCSU HRPP IRB, the certification for that course will remain in effect for three academic years. At the expiration of the three year period for any course, the instructor must renew certification for that course.

Instructors must inform students that research which falls within this instructor approval category may not be initiated until written approval has been obtained from the course instructor. The course instructor serves as a one member IRB for the projects in that class. Approval by the instructor indicates that the research involves no more than minimal risk⁽¹⁾ to the human research participants and that the anonymity of the participants and their privacy is assured as well as the confidentiality of data collected from them. Further, disposition of outcome information must remain within the class. If consideration is given to using the outcome information beyond the class, the research must be submitted to the SCSU HRPP IRB. If the research involves more than minimal risk the course instructor must refer the project to the IRB for review.

Instructor approval must be made in writing for each project using the ***Approved Course Research Form*** (enclosed). A signed copy of the form must be retained by the instructor, a copy given to the student and the original sent to the SCSU HRPP IRB. Students wishing to conduct research as a project within a course for which the faculty member does not have an approved certification on file with the SCSU HRPP IRB, must submit their project for IRB review. This requirement applies to all student investigations which involve human participants even if the activity is not associated with academic credit.

Instructors wishing to obtain ***Course Instructor Certification*** must complete an on-line computer based tutorial presented by The National Institutes of Health (NIH). This tutorial may be found at <http://cme.cancer.gov/clinicaltrials/learning/humanparticipant-protections.asp>. The opening page for the tutorial site offers NIH information. Click where it says "Click HERE to start" to begin the tutorial. A certificate of completion will be issued on-line (which may be printed) when the tutorial has been successfully completed. This certificate must be submitted with the SCSU HRPP IRB ***Course Instructor Certification Form***. Once approved, a copy of the form signed by the SCSU HRPP IRB chair will be returned to the instructor.

⁽¹⁾ **Minimal Risk:** A risk is minimal where the probability and magnitude of harm or discomfort anticipated in the proposed research are not greater, in and of themselves, than those ordinarily encountered in daily life or during the performance of routine physical, educational, psychological examinations, tests or surveys.

Helpful Hint: Instructors of research courses may wish to develop a student IRB as part of course activities. Students conducting research in the class submit an SCSU HRPP IRB ***Application for Protocol Review*** to the student IRB and the process of IRB review becomes course content. Instructors may ask students to take the NIH on-line tutorial as part of their research protocol submission to the student IRB. After student IRB review, the instructor remains responsible for submitting the ***Approved Course Research Form***.

The SCSU HRPP IRB can provide course instructors with information to assist in student IRB unit construction.

Today's Date: _____ Expiration Date: _____

CSU HRPP IRB Form # 15
(For SCSU HRPP IRB use only)

Course Instructor Certification Form
(This form must be submitted for each course in which an instructor wishes to approve student course research)

Course Title: _____
(Prefix) (Number) (Title)

Catalog Description: _____

Anticipated Offering Dates: _____
(Academic year # 1) (Academic year # 2) (Academic year # 3)

Identifying Information:

Course Instructor: _____ Department: _____

Campus Address: _____ Office Phone _____

E-mail: _____ FAX: _____

Please briefly describe the types of research you expect your students to accomplish in this course.

I have completed the NIH on-line computer based tutorial on protecting human research participants. A copy of my certificate of completion is attached. I agree to review my student's research proposals in light of the information presented in this tutorial and in keeping with reasonable attempts to protect the participants in human research.

Signature: Course Instructor: _____ Date: _____

Approved: _____ Date: _____
(SCSU HRPP IRB Chair)

Today's Date: _____ SCSU HRPP IRB Form # 16

Approved Course Research Form
(To be completed for each student research proposal in this course and then submitted to the SCSU HRPP IRB)

Course Title: _____
(Prefix) (Number) (Title)

Department: _____ Extension # _____

Fall Spring Winter Session Summer A Summer B Summer C 20_____

Student Name: _____ Graduate _____ Undergraduate _____ Non-Matric _____

Project Title: _____

Please present a brief abstract of the research (*no more than 250 words*).

I have reviewed this project and consider it to fall within the category of "Instructor Approved Research." I have completed the NIH on-line computer based tutorial on protecting human research participants and have a **Course Instructor Certification Form** for this course on file with the SCSU HRPP IRB.

My certificate expiration date is: _____ (3 years from initial certification date)

I understand that this approval: (1) expires at the end of this class term; (2) is offered only for research completed as partial fulfillment of course requirements; (3) presents minimal risk and adequate confidentiality for participants; and, (4) considers that outcome data from this research will not be distributed or used beyond classroom activities.

Course Instructor: _____ Signature: _____
(Please print)

Filename: IRBCourseInstCert.doc
Directory: C:\Documents and Settings\galvin\My Documents\For
Website\IRB
Template: C:\Documents and Settings\galvin\Application
Data\Microsoft\Templates\Normal.dot
Title:
Subject:
Author: GRADSTUDENTWORKER
Keywords:
Comments:
Creation Date: 9/21/2004 10:35 AM
Change Number: 2
Last Saved On: 9/21/2004 10:35 AM
Last Saved By: Lisa Galvin
Total Editing Time: 2 Minutes
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As of Last Complete Printing
Number of Pages: 3
Number of Words: 1,118 (approx.)
Number of Characters: 6,377 (approx.)