Course-Related Student Project Checklist

Institutional Review Board & Human Subjects Office

Date	Name
Course Title	
College	Course Runs From	To
Department Within College	

This form serves as a guide for students and instructors to decide whether a proposed course-related student project requires review by the IRB.
- <u>Students</u> - You should submit this form along with the proposal of your project to your instructor for review prior to the start of the project.
- <u>Instructors</u> - You should review student proposals and determine whether the project requires IRB review prior to subject recruitment and data collection.
NOTE: Honor's, Master's, and Doctoral thesis projects that involve research with human subjects require IRB review and approval.

1. Does this project involve <u>living individuals (i.e., not dead)</u> about whom a student obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information?	Yes	No
2. Will the information that is recorded for this project be recorded with any direct identifiers (i.e., with a name or personal identification code such as university ID number or HawkID, etc.)?	Yes	No
3. Is the information that will be recorded linked back to the individual's identity in any way (i.e., labeled with an ID code, pseudonym, or any personally identifying information) such that the student can know which piece of information collected belongs to which individual?	Yes	No

4.	If the information that will be collected is identified in <u>any</u> manner (i.e., labeled with an ID code, pseudonym, or any personally identifying information), could the information being exchanged harm a person's:

4a. Reputation?	Yes	No
4b. Employability?	Yes	No
4c. Financial Standing?	Yes	No

5.	If the information that will be collected is identified in <u>any</u> manner (i.e., labeled with an ID code, pseudonym, or any personally identifying information), could the information being exchanged place a person at risk of

5a. Criminal liability?	Yes	No
5b. Civil Liability?	Yes	No

6.	Will the results of this project leave the University of Iowa Campus for any of the following reasons:

6a. A poster presentation?	Yes	No
6b. An article or journal submission?	Yes	No
6c. Presentation at a conference or other professional gathering?	Yes	No
6d. Use in a project that extends beyond the original class for which this project will be conducted?	Yes	No

7.	Does this project involve gathering data from or about a company, agency, or organization? Yes No

8.	If you answered yes to #7, will the data/results be shared only with that company, agency, or organization to be used for internal quality assurance or quality improvement purposes? Yes No

9.	Are any University of Iowa faculty, staff, or students receiving monetary compensation or direct financial support from an external company, organization or agency to:

9a. Collect data?	Yes	No
9b. Analyze data?	Yes	No
9c. Report the results of the project?	Yes	No

10.	Will this project be conducted on the premises of the Iowa City Veteran's Administrative Healthcare System (VAHCS)? Yes No

11.	Will this project involve the use of any VAHCS resources? Yes No

12.	Is the project subject to oversight by a [federal department or agency that has adopted the Common Rule](#)? Yes No

13. Does this project include:

	13a. Prisoners?	Yes	No
	13b. Children?	Yes	No

14.   Is the only purpose of this assignment to teach research methodology such that the project is not designed to develop or contribute to generalizable knowledge?   Yes   No

15.   Is the project limited to the following activities?
    -Surveys, questionnaires, or interviews
    -Observation of public behavior   Yes   No
    -Standard educational exercises

> **Information you must disclose to project participants prior to starting project procedures (referred to as a "disclosure"):**
>
> **1. That you are a University of Iowa student.**
> **2. That this activity is fulfilling a course requirement.**
> **3. The specific course title.**
> **4. The name and contact information of the course instructor so participants may contact him or her with any questions or concerns.**
> **5. Specifically state who will have access to the data and results from the project.**
> **6. That participation in the project is voluntary.**

I have reviewed the student's completed project proposal and the IRB Course-Related Student Project Policy (UI IRB SOP and Researcher Guide, Section 1, Part 12.D). This project does not need to be submitted to the IRB for review.

_____

Printed Name of Course Instructor

_____

Signature of Course Instructor

_____

Date Form Completed

I have read the IRB Course-Related Student Project Policy (UI IRB SOP and Researcher Guide, Section 1, Part 12.D). I agree to submit a copy of my disclosure, and a revised copy of my project proposal to my instructor for review prior to implementing any changes in the project.

_____

Signature of Student

_____

Date Form Completed

Determination Guide

If question 1 is answered "No": This course-related student project does not need to be submitted to the IRB for review. The project does not involve human subjects. It is not necessary to complete the rest of this form.

If question 2 is answered "No": This course-related student project does not need to be submitted to the IRB for review. The project is deemed to be no more than minimal risk to the participants. It is not necessary to complete the rest of this form.

If **any** question in 4a-5b is answered "Yes": You must submit a Human Subjects Research Determination form to the IRB for review. The project is either collecting identifiable information about individuals or may be more than minimal risk to the participants. If the IRB determines that this project requires review, you must submit a New Project Application before any research is conducted. It is not necessary to complete the rest of this form.

If **any** question in 6a-6d is answered "Yes": You must submit a Human Subjects Research Determination form to the IRB for review. Should research leave the University of Iowa campus (including Oakdale Research Park or any other satellite campus), the results could be contributing to generalizable knowledge, which falls under the definition of human subjects research. If the IRB determines that this project requires review, you must submit a New Project Application before any research is conducted. It is not necessary to complete the rest of this form.

If question 7 is answered "Yes" **and** 8 is answered "No": You must submit a Human Subjects Research Determination form to the IRB for review. Should research leave the company, agency, or organization, the information could be contributing to generalizable knowledge, and therefore, defined as human subjects research. If the IRB determines that this project requires review, you must submit a New Project Application before any research is conducted. It is not necessary to complete the rest of this form.

If **any** question 9-12 is answered "Yes": You must submit a Human Subjects Research Determination form to the IRB for review. If the IRB determines that this project requires review, you must submit a New Project Application before any research is conducted. It is not necessary to complete the rest of this form.

If 13a or 13b is answered "Yes": You must submit a Human Subjects Research Determination form to the IRB for review. As the course-related student project involves special populations that require extra protection, the project must be submitted to the IRB for review to ensure these populations are adequately protected. It is not necessary to complete the rest of this form.

If question 14 or 15 is answered "No": You must submit a Human Subjects Research Determination form to the IRB for review. If the IRB determines that this project requires review, you must submit a New Project Application before any research is conducted. It is not necessary to complete the rest of this form.

If question 15 is answered "Yes": If you have reached this point without encountering any "STOP" messages (or messages to fill out an HSRD in the Determination Guide), your project qualifies as a Course-Related Student Project. You do not need to request IRB approval.