



UNION UNIVERSITY

INSTITUTIONAL REVIEW BOARD

Application to Conduct Research with Human Subjects

Class Project Waiver of IRB Application

DIRECTIONS: All data collection or other investigations using human subjects must be reviewed and approved by the University's Institutional Review Board for the Protection of Human Subjects (IRB), prior to beginning any such data collection. In order to obtain approval, complete and submit this application electronically to irb@uu.edu. **In addition to the application, the IRB requires that each student complete the Institutional Review Board Tutorial found on the IRB website at <http://www.uu.edu/research/irb/tutorial/>.** For questions or further information, call the IRB Office at (731) 661-5580.

Instructor Name _____

Department _____

Course Title and Number _____

Proposed Starting Date and Duration of Study _____

Project title _____

Please submit the following materials:

- This Class Project Waiver of IRB application (all pages)
- Copy of consent document(s) or script
- Copies of any survey, questionnaire, or interview instruments
- Class Roster
- Copies of any recruitment advertisements
- Website addresses, if applicable

PROJECT DESCRIPTION: Describe your project in terms of the following items. If any item is not applicable this should be so stated. Please include sufficient information to facilitate an efficient IRB review.

1. **PURPOSE OF THE STUDY.** Briefly describe the class assignment.

2. **METHODS AND PROCEDURES.** Describe the study design (e.g., randomized, blinded, etc.) and all procedures, step by step, to be applied to subjects. If there are multiple projects being conducted within the class, please describe each individual project.

3. **POTENTIAL RISKS.** Describe all potential risks: physical, psychological, social, legal or other associated with each procedure. Identify those risks which are minimal and those which are more than minimal. Describe the procedures used to minimize any potential risks. If there are no identifiable risks this should be so stated.

4. **CONFIDENTIALITY.** Describe how confidentiality of data and privacy of subjects' participation will be maintained. Confidentiality can only be maintained within the limits allowed by law and should be stated as such. Do not promise strict confidentiality unless participation is anonymous.

5. **INFORMED CONSENT.** Informed consent to participate in the project is required of all projects involving human subjects and must include the elements listed below. Such consent must be given by the subject and/or parent/guardian if the subject is under 18. Informed consent is usually obtained using a written consent form but other presentation methods may be utilized depending on the nature of the project and/or the characteristics of the subjects. **The IRB requires that the investigator use the consent form templates provided on the IRB webpage. These templates can be downloaded at <http://www.uu.edu/programs/irb/>.**

Waiver Requirement Checklist*

- No publication and no presentation outside of the University (without further IRB approval).
- No use of minors or vulnerable populations (prisoners, non-English-speaking persons, persons lacking capacity to give consent).
- Risk is not more than "minimal." ("Minimal risk" is when "the probability and magnitude of harm or discomfort in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests.")
- No use of deception.
- No video or audio taping. (Audio and/or videotaping will require a different level of review.)

*The instructor is advised to copy the above checklist into their syllabus or assignment sheet as a reminder to students of their responsibilities when conducting class research.

I accept primary responsibility for ensuring the rights and welfare of the human subjects and to:

- Train students in the proper conduct of research and the protection of human subjects and make sure that each student completes the Institutional Review Board Tutorial at <http://www.uu.edu/research/irb/tutorial>;
- Review *Student Class Project Applications*, determine if each project qualifies for a waiver, and require a standard IRB application if not;
- Ensure that students obtain informed consent from subjects;
- Review all methods and instruments used in each project and verify that each instrument selected or developed does not compromise the physical, psychological, general welfare, and rights to privacy of human subjects. The instructor is responsible for ensuring that the methods and instruments used are appropriate and do not involve more than minimal risk;
- Document that students receive permission to conduct research at institutions/organizations other than Union University.
- Monitor the research and inform the IRB immediately of any problems that arise.

Instructor's Signature: _____ **Date:** _____

Your Signature indicates that you and your students have completed (or will complete before the research begins) the required Institutional Review Board Tutorial at <http://www.uu.edu/research/irb/tutorial> and that you accept responsibility for the assigned class projects conducted by the students of this course. It further attests that you are fully aware of all the procedures to be followed, will monitor the research, and will notify the IRB of any pertinent problems that arise.

Chair's/Dean's Signature: _____ **Date:** _____

Note to Department Chairs (or Dean if the instructor is a Department Chair): By your signature you are affirming that the above described human subjects research is consistent with your disciplinary norms for teaching research methodology and that you will exercise general oversight to ensure that your disciplinary norms are followed to ensure the protection of human subjects and Union University. Furthermore, you agree to report to the IRB any violations of disciplinary norms or the mishandling or storage of sensitive data (if applicable) on the part of the instructor or the students. All chairs must have completed the required Institutional Review Board Tutorial at <http://www.uu.edu/research/irb/tutorial> in order to be eligible to sign this form.

Send form with attachments to Suzanne Barham, IRB Compliance Officer

Approved by: _____
Randall Phillips, Ph.D., IRB Chair Date _____