

IRB Class Project Form

Instructions:

1. U Mass Dartmouth (UMassD) IRB requires all class projects forms be submitted to the IRB for confirmation of the class project designation.
2. This form is for student class projects only and cannot be used for faculty research, nor graduate research relating to thesis or dissertation, or undergraduate thesis research. Data collected for class projects is the student’s data and should not be utilized by Faculty or instructors without the student’s express written permission. If all class members are executing the same or a similar project, faculty only need to complete and submit one form covering the entire class. Class project data cannot be used for promotional or marketing purposes.
3. For more information and to submit completed forms, please email Stephanie Peña at irb.research@umassd.edu.

Part A – General Information:

Instructor’s Name:	Student’s Name:
Instructor’s Email Address:	Student’s Email Address:
Academic Title:	Academic Year:
Department:	Semester:
Email:	Class Name:
Location(s): <i>Physical or virtual</i>	
Protocol Title:	

Research Objective, Question, and Hypothesis:

Describe the class project objective, include: any aims, questions, or hypotheses, and specify the plan to collect data.

Part B – Project Information:

- 1. Participant Information:** Total Number of Participants: _____
- Participant Age Range: Minimum Age: _____ Maximum Age: _____
- Gender: Male Female Non-Specific
- Race/Ethnicity: White Black Asian Native American Hispanic Non-Specific
- 2. Procedures and Methods:** Length of Time Required for Participation: _____
- Survey, *provide template;* Interview, *provide script;* Questionnaire, *provide template;*
- Audio / Video / Photographic / Digital Recording Archival Data from: _____
- Observation of participants– Where: *(may require letter of support)* _____
- Observations by participant– Where: _____
- Experiment – Briefly Describe: _____
- 3. Informed Consent Process:**
- Informed consent will be obtained from each participant. *If selected provide template information sheet.*
- No Informed Consent, *if selected confirm then the following:*
- The project will not adversely affect the rights and welfare of subjects.
 - The project could not be carried out with the collection of informed consent.
 - When appropriate, participants will be provided with additional pertinent information.

<i>For Internal IRB Use:</i>
IRB Class Project #: _____
Action: _____

Required CITI Program Training: *Provide certificates of completion, as necessary.*

- Responsible Conduct in Research Data and Specimens Only Research

Class Project Confirmations *To be completed by student, please read and confirm the validity of the following statements.*

- The project is considered minimal risk and is limited to non-invasive surveys, questionnaires, or interviews (*do not contain sensitive questions which intend to gather personal or confidential information that could "label" or "stigmatize" an individual*); public behavior observation; or standard educational exercises related to the topic(s) being studied in an official University course.
- The target population is non-specific or not from a protected or vulnerable population that requires extra protection.
- Recordings are for the sole purpose of capturing accuracy. If recordings are used, confirm the following:
 - Recordings do not contain direct or indirect (e.g., race, gender, code number) identifier linking the participant to data.
 - No direct identifiers are recorded, and no indirect identifiers could be combined to identify the participants.
 - The recorded data could not harm the participant's reputation, employability, financial standing, or introduce risk of criminal or civil liability.
- There is no intent on the part of the instructor or student to produce generalizable knowledge or to disseminate the findings beyond presentation to instructors or peers.
- The data will be destroyed at class completion and results of the class assignment will not leave the class, or, if the project involves gathering data from or about a company, agency, or organization, the data/results are shared only with that company, agency, or organization, and the company will not share the data or results with anyone else.
- The project will not involve deception and involves the voluntary participation of individuals who can provide informed consent without any coercion or pressure being placed upon them.

I attest to the class project confirmations, this classroom-based project designed to explore methodologies, approaches to research, and/or initial pilot ideas. I understand permission to pursue this project lapses at the end of the current semester. Data from this project cannot be disseminated beyond reporting requirements for this course. If under some unforeseen circumstances, a classroom exercise may yield data of potential scientific value and if I wish to publish (generalize, disseminate) the results, the project must be submitted to the IRB for review and approval, as necessary.

Student Name: _____ Signature: _____
 Email Address: _____ Date: _____

Human Subjects Research Assessment: *To be completed by the faculty.*

- A. Does the activity involve research? *If yes, select as applicable.* Yes No
 Involves a systematic investigation, research development, testing and/or evaluation.
 Designed with the intent to develop or to contribute generalizable knowledge.

- B. Does the activity involve human participants? *If yes, select as applicable.* Yes No
 Obtains data from living individuals.
 Obtains data through intervention or interaction with the individual; uses, studies, or analyzes the information.
 Obtains, uses, studies, analyzes, or generates identifiable private or identifiable information.

I attest to the class project confirmations, I am supervising this classroom-based project designed to teach methodologies, research approaches and/or the development of pilot project ideas. I understand permission to pursue this project lapses at the end of the current semester. Data from this project cannot be disseminated beyond reporting requirements for this course. If under some unforeseen circumstances, a classroom exercise may yield data of potential scientific value and if the student wishes to publish (generalize, disseminate) the results, the project must be submitted to the IRB for review and approval, as necessary.

Faculty Name: _____ Signature: _____
 Email Address: _____ Date: _____

<i>For Internal IRB Use:</i>
IRB Class Project #: _____
Action: _____

UMass Dartmouth Information Sheet Template for Class Projects

You are invited to participate in a project titled “[**YOUR STUDY TITLE HERE**]” which is part of my requirements for the class: [**CLASS TITLE**] at The University of Massachusetts - Dartmouth. The project will be supervised by my instructor, [**NAME of INSTRUCTOR AND EMAIL ADDRESS**].

The purpose of this project is to help me learn more about [**TOPIC**]. The project will collect data to examine [**XYZ INFORMATION**], data collected will not include personal or identifiable information and will be destroyed after the class project is completed. The data collected will not be used for academic research, publication, nor presentation at professional meetings. If you take part in my project, you will be asked to [**DETAIL PROCEDURES: SURVEY/INTERVIEW/ETC**]. Participation is expected to take about [**APPROXIMATE TIME OF PARTICIPATION**] of your time.

Risks to participants are considered minimal. There will be no costs for participating, nor will you benefit from participating. Identification associated with email addresses will be kept during the data collection phase for tracking purposes only. A limited number of research team members will have access to the data during data collection. This information will be stripped from the final dataset.

Your participation is voluntary. You may decline to answer any question and you have the right to withdraw from participation at any time without penalty. If you wish to withdraw from the study or have any questions, contact the investigator at the above email address to discuss any project concerns.

Thank you for your time!
Sincerely,

Student Name: _____	Faculty Name: _____
Email Address: _____	Email Address: _____
Phone Number: _____	Phone Number: _____