

Proposal # _____

Date: _____



IRB Notice of Student Assignment or Classroom Project Involving Human Subjects

IRB REVIEW NOT REQUIRED

Fields marked with a red asterisk () are **REQUIRED**. Incomplete forms will be returned without review.*

*Faculty Name:

*Email:

Ext.

*Department:

*Class Title:

Course #:

*Proposed Start Date:

*Proposed End Date:

Section I: Researcher(s)

In order to qualify as not requiring IRB review, a "**Student Assignment**" must be a required out-of-class activity involving interviews or surveys that is one component of many in a given course. The assignment is completed and submitted for a grade in the course, and results may not be: 1) considered a "*systematic investigation*"; 2) designed to "*develop or contribute to generalizable knowledge*"; or 3) **presented outside of the class in which the activity takes place**, including publication, inclusion in theses, dissertations, or presentations in any publicly accessible forum.

Individual Student Assignment

Student name:

Email:

Group Student Assignment or Classroom Project

****ATTACH**** a class roster including each student who will be participating as a member of the research team. A member of the research team is defined as one who will: 1) access participants' private identifiable information; 2) obtain informed consent; or 3) interact with research participants.

NOTE: All members of the student research team **must complete the REQUIRED [CITI training](#) prior to the start of the study.**

You will receive notice from the OSPRS regarding students on the class roster who have (or have not) completed training prior to the Proposed Start Date indicated on this form.

Section II: Assignment Details

1. *Brief Assignment Description:

Briefly describe the student or class assignment as it relates to human subject research. If more space is needed, attach an additional document when submitting this form.

Section III: Participant Population and Recruitment

1. *Targeted participant population (check all that apply, select at least one):

College students (= or >18 years)

College students (<18 years may participate)

Prisoners

Cognitively or emotionally impaired

Non-English speaking

Pregnant

Employees of a profit or non-profit organization

Adults (non-college students >18 years)

Minors (<18 years/Age range):

Minorities

Institutionalized

In-patient (medical)

Outpatient (medical)

International research

Section IV: Faculty Statement of Responsibility

By signing this form, I understand that I am responsible for the activities of my student(s) related to the completion of this study, the protection of the rights and welfare of the human subjects and strict adherence by anyone on the research team to the university's Human Subject Research Policy (ACAD-RSCH-138), federal regulations and state statutes for research involving the use of human subjects.

I assert that the information provided on this form and associated attachments is complete and accurate to the best of my knowledge and hereby agree to:

- Ensure that all research procedures involving human subjects will be reviewed and approved by me **before** a student begins conducting any surveys, interviews or focus groups.
- Educate student researchers to ensure that on the requirements for obtaining informed consent per 21 CFR Parts 50 and 56, and 45 CFR Part 46 are met.
- Immediately notify the IRB should the procedures, or use of the data collected, change in such a way that would alter the status of the research to that of *subject to IRB review*.
- Notify the IRB in writing of any unanticipated problems or any adverse experiences to the participants that occur in the course of the project.
- Verify that all student researchers have completed the required CITI training modules.
- Maintain adequate and accurate records of the human subject research being conducted as part of an individual or classroom assignment and to make those records available for IRB, or other human subject protection authority, inspection.

Faculty:

Date:

Submit by emailing the completed form and all attachments to: OSPRS@coastal.edu.