

THIS SECTION FOR IRB USE ONLY

Protocol Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Review Type**: Exempt Expedited Full

Approval Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expiration Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Berry College

Request for Approval of Undergraduate Classroom-Based Research

Involving Human Participants

*Submit* ***two*** *typed, signed originals of the application. All applications must be approved prior to the initiation of any investigation involving human participants*.

**Instructor Name and Title:**Click here to enter text.

**Department:** Click here to enter text.

**E-mail Address:** Click here to enter text. **Office phone:** Click here to enter text. **Campus Box:**Click here to enter text.

**Course Title and Number:** Click here to enter text.

**Describe assignment (*or attach syllabus highlighting relevant parts).***

Click here to enter text.

**Describe procedures for educating students on the responsible conduct of research.**

Click here to enter text.

**Instructor Certification:**

I have read the Guidelines For Undergraduate Classroom-Based Research Utilizing Human Participants as well as the Berry College policies for Human Participant Research. The policies regarding the utilization of human participant in research will be reviewed with all students involved in this course prior to the beginning of all classroom-based projects. I will exercise proper instructor supervision to ensure student compliance with Berry College policies for the protection of human participants. I understand approval of this application is only for those projects that guarantee subject anonymity, do not sample vulnerable populations, and do not attempt to obtain information about sensitive topics as noted in the Guidelines. I further certify that results from this research will not be disseminated beyond the reporting requirements of this course. If a student researcher wishes to conduct a protocol that 1) contains sensitive subject matter; 2) samples vulnerable subjects: or 3) if subject responses are not completely anonymous, I will direct the student to fill out and submit the regular IRB application.

I understand that approval of this application lapses at the end of the current academic year.

**Instructor signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Forward your applicationwith attachments to the IRB, c/o Office of Faculty Research and Sponsored Programs, Box 5006, CAMPUS MAIL

**Approvals:**

**Department Chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature/Date

**IRB Chairperson:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature/Date

**GUIDELINES FOR UNDERGRADUATE CLASSROOM-BASED**

**RESEARCH UTILIZING HUMAN PARTICIPANTS**

The Berry College Institutional Review Board (IRB) recognizes that many undergraduate student research projects conducted to fulfill course requirements involve human participants. Such research occasionally entails certain risks to the participants involved. As students vary in expertise regarding research procedures designed to protect the rights of human participants, the IRB developed the following guidelines regarding classroom-based research projects. These guidelines are intended to provide clarification and simplify the process for obtaining IRB approval for classroom-based research projects.

Instructors may submit the Approval of Undergraduate Classroom-Based Research form provided that:

* Participants in the project(s) are completely anonymous (i.e., not identifiable by name or description) and not drawn from vulnerable populations (i.e., minors, prisoners, pregnant women, or others not able to give informed consent)
* Projects involve no more than minimal risk
* Projects do not involve deception or videotaping
* Data obtained from the research will not be used for publication or presentation outside Berry College
* The subject matter is not **sensitive** as noted below.

Please note that all participants must provide informed consent when taking part in any protocol submitted under these Guidelines. In order to protect participant anonymity, the IRB recommends using passive informed consent procedures when developing protocols for use under these Guidelines. Passive informed consent is defined as informing the prospective participant about the research to be performed, but not requiring the participant to sign and return a consent form. This information can be provided to the subject verbally or in a descriptive information sheet. In addition, the prospective participant should be offered the opportunity to decline participation. Participants should **not** be required to sign an informed consent form in order to protect their anonymity. See the guidelines for informed consent for additional information.

WHEN IS THE REGULAR IRB APPLICATION REQUIRED?

Student researchers who want to investigate opinions, behaviors, and/or experiences of human participants in sensitive topic areas must submit a regular IRB application. Sensitive topics include:

* sexual orientation
* AIDS or HIV
* incest, rape or date rape, sexual molestation
* substance use and/or abuse
* eating disorders or behaviors
* contraception, pregnancy or abortion
* questions dealing with subjects' mental health
* religious orientation and /or views
* veteran or wartime experiences
* illegal activities

Finally, student researchers must file a regular IRB application for any protocol that systematically selects human subjects from a potentially vulnerable or sensitive group and asks questions regarding their opinion, behavior or experiences. Vulnerable or sensitive groups include:

* children (defined as anyone under the age of 18)
* persons who abuse illegal substances
* cognitively impaired persons
* economically disadvantaged persons
* elderly or aged persons
* pregnant women
* prisoners/arrestees
* traumatized or comatose patients
* persons seeking emergency treatment
* institutionalized persons
* persons geographically located outside the U.S.
* socially disadvantaged persons
* terminally ill persons