Hello and thank you for accessing this form from the University of Maryland, Baltimore County Institutional Review Board web site.

Prior to submitting, please ensure that spelling and grammar are correct; this will assist in the timely review of this form during the IRB evaluation process. Complete all sections of the protocol application (indicate N/A in the section not applicable to your protocol). "See attached proposal" or “See the previous section” are not an acceptable responses.

Enter information by clicking the  box or typing in the **Click here to enter text.** area.

**Please go to UMBC** [**IRB website**](http://research.umbc.edu/institutional-review-board-human-subjects/) **for all up-to date guidance and information regarding the below questions.**

Name of instructor: Click here to enter text.

Department: Click here to enter text.

Phone: Click here to enter text.

Email: Click here to enter text.

Course title: Click here to enter text.

Course number: Click here to enter text.

Section number: Click here to enter text.

Semester: Click here to enter text.

Provide information about each student research project in the table below. Instructors will have the authority to approve proposed projects that fulfill one or another category associated with exempt research as defined in the [IRB’s guidance](https://research.umbc.edu/exempt-application-process-test/). **Please submit a copy of the current course syllabus indicating where the aspects of the human research protection system are discussed.** **This form must be submitted at least two (2) weeks before the research is to begin.**

**Electronically submit the application and any accompanying documents to** [**irbsubmissions@umbc.edu**](file:///C:\Users\sparklin\AppData\Local\Box\HARPO\IRB\irb%20forms\irbsubmissions@umbc.edu)**.**

**Use of the consent process**

As student projects will not be individually reviewed by the IRB, the instructor is responsible for ensuring that student properly inform potential participants about the purpose of the study, how the data will be used, and stating that the data are anonymous, etc. Class research projects are granted an exemption from IRB review; student investigators, like all UMBC researchers, are ethically bound to follow the principles listed in the Belmont Report, particularly the first principle, respect for persons, which emphasizes the importance of ensuring that subjects are fully informed about the nature of a research project in order to make an informed decision to participate. The use of a signed consent document, for example in cases of anonymous data collection, would not be required, but those participants must be informed about the purpose of the study. A student investigator will use an oral consent script explaining the purpose of the study, how the data will used, how the data will be kept anonymous, etc.

**Classroom Research Project Checklist**

UMBC instructors: Please use this checklist to assess whether classroom research projects may be reviewed by the IRB’s Classroom Project review process. Be aware of the below “red flags” when reviewing projects. Students wishing to conduct such projects will require independent IRB review.

For questions relating to such projects, please contact the ORPC at [compliance@umbc.edu](mailto:compliance@umbc.edu).

The research project is to be performed by students enrolled in a graduate or undergraduate course at UMBC as a requirement for completion of the course.

The overriding and primary purpose the project is as a learning experience in the methods and procedures of research.

The instructor is fully aware of all aspects of the research project and will take responsibility for overseeing the project and assuring that ethical principles are adhered to in the conduct of those activities.

The project involves minimal risk to subjects (i.e., when "the risks of harm anticipated in the proposed research are not greater considering probability and magnitude, than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests").

The project does not involve sensitive topics or confidential information that could place a participant at risk if disclosed.

The project does not involve persons from vulnerable populations as participants.

The project involves the voluntary participation of individuals without any coercion or pressure being placed upon them. The instructor/students have considered whether a consent document should be provided to participants.

**Red Flags**

* The project’s activities expose participants to more than “minimal risk” (minimal risk means no more risk than everyday life).
* The project involves sensitive/private information such as sexual attitudes or behaviors, illegal behaviors, and/or the use of alcohol or drugs.
* The project uses vulnerable populations (e.g., children under the age of 18, institutionalized persons, prisoners, persons who are “decisionally” impaired, etc.)
* Results of the project activities or data collected are recorded in such a way that the subjects are identifiable (images in videotapes or photographs and voices on audiotape are identifiable).
* There is no informed consent process in place.
* Subjects are under the direction or supervision of students collecting data (e.g. TAs collecting data from their own students or supervisors collecting data from employees).
* Students do not plan to maintain confidentiality of the data (e.g. using subjects’ real names, inability to store consent forms in locked office/cabinet, etc.).
* Subjects are forced to participate or are ostracized if they do not participate.

Adapted from [UTEP Student/Classroom Research Projects](http://research.utep.edu/) (IRB Guidance Document) and [U Texas Student Class Project Guidelines](http://www.utexas.edu/research/rsc/humansubjects/class_project.html)

**Please enter information about the student projects**

| Descriptive Title of Student Project | Student Investigator Name | Date Student completed IRB training | Type/estimated # of subjects | How will anonymity/ confidentiality be maintained |
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**Certification**

By typing my name, email address and date, the instructor certifies I will abide by all UMBC IRB policies and procedures and understand that no research activities will be conducted with human participants prior to obtaining the required approvals. I am familiar with the policies and procedures of the Institutional Review Board at University of Maryland, Baltimore County. These policies regarding the ethical treatment of human subjects in research will be reviewed with all students enrolled in this course prior to the beginning of all research projects. I will exercise reasonable and customary supervision in an attempt to ensure student compliance with the policies for the protection of human subjects at University of Maryland, Baltimore County.

Instructor’s Signature: Click here to enter text. Email: Click here to enter text. Date: Click here to enter a date.

(class project research application form) –07.31.2018