

Course-Related Student Project Checklist

Date:

Name:

Course Title and Number:

Department Within College:

This form serves as a guide for students and instructors to decide whether a proposed course-related student project requires review by the IRB.

- Students - You should submit this form along with the proposal of your project to your instructor for review prior to the start of the project.
- Instructors - You should review student proposals and determine whether the project requires IRB review prior to subject recruitment and data collection.

NOTE: Honor's, Master's, and Doctoral thesis projects that involve research with human subjects require IRB review and approval.

1. Does this project involve <u>living individuals (i.e., not dead)</u> about whom a student obtains (1) data through intervention or interaction with the individual, or (2) <u>identifiable private information</u> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Will the information that is recorded for this project be recorded with any direct identifiers (i.e., with a name or personal identification code such as university ID number, etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Is the information that will be recorded linked back to the individual's identity in any way (i.e., labeled with an ID code, pseudonym, or any personally identifying information) such that the student can know which piece of information collected belongs to which individual?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. If the information that will be collected is identified in <u>any</u> manner (i.e., labeled with an ID code, pseudonym, or any personally identifying information), could the information being exchanged harm a person's: 4a. Reputation? 4b. Employability? 4c. Financial Standing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. If the information that will be collected is identified in <u>any</u> manner (i.e., labeled with an ID code, pseudonym, or any personally identifying information), could the information being exchanged place a person at risk of 5a. Criminal liability? 5b. Civil Liability?	<input type="checkbox"/> Yes <input type="checkbox"/> No

<p>6. Will the results of this project leave the Manhattan College Campus for any of the following reasons:</p> <p>6a. A poster presentation?</p> <p>6b. An article or journal submission?</p> <p>6c. Presentation at a conference or other professional gathering?</p> <p>6d. Use in a project that extends beyond the original class for which this project will be conducted?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>7. Does this project involve gathering data from or about a company, agency, or organization?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>8. If you answered yes to #7, will the data/results be shared only with that company, agency, or organization to be used for internal quality assurance or quality improvement purposes?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>9. Are any Manhattan College faculty, staff, or students receiving monetary compensation or direct financial support from an external company, organization or agency to:</p> <p>9a. Collect data?</p> <p>9b. Analyze data?</p> <p>9c. Report the results of the project?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>10. Is the project subject to oversight by a <u>federal department or agency that has adopted the Common Rule</u>?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>11. Does this project include:</p> <p>11a. Prisoners?</p> <p>11b. Children?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>13. Is the only purpose of this assignment to teach research methodology such that the project is not designed to develop or contribute to generalizable knowledge?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>14. Is the project limited to the following activities?</p> <p>-Surveys, questionnaires, or interviews</p> <p>-Observation of public behavior</p> <p>-Standard educational exercises</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Information you must disclose to project participants prior to starting project procedures (referred to as a "disclosure"):

- 1. That you are a Manhattan College student.**
- 2. That this activity is fulfilling a course requirement.**
- 3. The specific course title.**
- 4. The name and contact information of the course instructor so participants may contact him or her with any questions or concerns.**
- 5. Specifically state who will have access to the data and results from the project.**
- 6. That participation in the project is voluntary.**

I have reviewed the student's completed project proposal and the IRB Course-Related Student Project Policy. This project does not need to be submitted to the IRB for review.

Printed Name of Course Instructor

Signature of Course Instructor

Date Form Completed

I have read the IRB Course-Related Student Project Policy. I agree to submit a copy of my disclosure, and a revised copy of my project proposal to my instructor for review prior to implementing any changes in the project.

Signature of Student

Date Form Completed

Determination Guide

If question 1 is answered "No": This course-related student project does not need to be submitted to the IRB for review. The project does not involve human subjects. It is not necessary to complete the rest of this form.

If question 2 is answered "No": This course-related student project does not need to be submitted to the IRB for review. The project is deemed to be no more than minimal risk to the participants. It is not necessary to complete the rest of this form.

If any question in 4a-5b is answered "Yes": You must submit an IRB Application form to the IRB for review. The project is either collecting identifiable information about individuals or may be more than minimal risk to the participants. It is not necessary to complete the rest of this form.

If any question in 6a-6d is answered "Yes": You must submit an IRB Application form to the IRB for review. Should research leave the Manhattan College campus, the results could be contributing to generalizable knowledge, which falls under the definition of human subjects research. It is not necessary to complete the rest of this form.

If question 7 is answered "Yes" and 8 is answered "No": You must submit an IRB Application form to the IRB for review. Should research leave the company, agency, or organization, the information could be contributing to generalizable knowledge, and therefore, defined as human subjects research. It is not necessary to complete the rest of this form.

If any question 9-10 is answered "Yes": You must submit an IRB Application form to the IRB for review. It is not necessary to complete the rest of this form.

If 11a or 11b is answered "Yes": You must submit an IRB Application form to the IRB for review. As the course-related student project involves special populations that require extra protection, the project must be submitted to the IRB for review to ensure these populations are adequately protected. It is not necessary to complete the rest of this form.

If question 12 or 13 is answered "No": You must submit an IRB Application form to the IRB for review. It is not necessary to complete the rest of this form.

If question 13 is answered "Yes": If you have reached this point without encountering any of the instructions above that "it is not necessary to complete the rest of this form", your project qualifies as a Course-Related Student Project. You do not need to request IRB approval. You and your faculty advisor should keep a copy of this signed form.