

Trinity Valley Community College
Institutional Review Board

Student Research Projects

The IRB recognizes that certain courses are designed to teach students research skills through a combination of readings, lectures and research activities or projects. The purpose of such research projects is for the student to apply what is taught (i.e. use skills outside of the classroom) rather than to contribute to existing research literature in a field. Accordingly, the IRB has developed special guidelines for such **class** projects. **Students must discuss class projects with their instructors prior to initiating the project.**

An instructor who wishes to make use of this abbreviated review procedure must first diligently review each student's proposal to determine its acceptability and then submit according to the procedures described below.

NOTE: Students contemplating using a class-based project as part of an independent study project, or for submitting it for off campus publication or presentation must follow the traditional IRB review procedures before commencing the project.

Choosing an Acceptable Topic for Abbreviated Review Procedures

- 1) Only non-sensitive information may be collected from participants. No personal identifiers (e.g., name, social security number) may be included on any of the research materials. The following types of projects **CANNOT** be approved by instructors through this abbreviated review procedure:
 - Any project which tests one or more participants who do not belong to the TVCC campus community
 - Any project involving greater than minimal risk (i.e. risks greater than those one can expect to encounter in the course of everyday life)
 - Any project which uses procedures which could cause physical pain/discomfort
 - Any project involving a vulnerable population (e.g. minors, prisoners, pregnant women, individuals with poor command of English, cognitive or physical disabilities, hospitalized or nursing home residents, individuals with learning disabilities)
 - Any project involving deception of participants, other than concealing the precise details of the hypothesis to be tested.
 - Any project in which participants could reasonably feel physically or psychologically threatened by the investigator or confederates (including use of weapons, verbal threats, or striking an intimidating pose)
 - Any project involving collection of information about participants':
 - sexual history (including AIDS, rape, date-rape, abuse, use of contraception, pregnancy, abortions)
 - religious orientation and views
 - illegal activities or criminal history

- mental health history (including suicidal ideation, depression, eating disorders, compulsive behaviors, treatment for psychiatric disorders)
 - the use and/or abuse of any illicit drug or the illegal use of a licit drug
 - war experiences
 - racial, ethnic biases or views
 - medical history or present medical conditions
- 2) Although students **may not collect personal information** of a sensitive nature from participants, they may ask participants to make judgments about behaviors of anonymous others. For example, participants may be asked to read about a crime and be asked to judge the appropriateness of the sentence as a factor of characteristics of the perpetrator.
- 3) Regardless of the project, students **may not use language** that is inflammatory (including racial, religious, or sexual slurs and obscenities)

Student Research: Submission Procedures

Course instructors must submit a Class Project Research Application **each semester**. This application will include a descriptive title of each student project, the student investigator's name, and the type and estimated number of subjects who will be enrolled.

Submission of this application will certify to the IRB that:

- The instructor is fully aware of and agrees to comply with the policies and procedures that regulate the TVCC human research subjects protection program.
- The instructor has discussed the aspects of human research protection in his/her coursework and demonstrates this by submitting a syllabus indicating where such discussion occurs.
- The instructor will provide supervision to students on all phases of their research projects to ensure that these are conducted in compliance with TVCC IRB policies and procedures.
- The students enrolled in these classes have familiarized themselves with the requirements associated with the use of human subjects in research, such as maintaining confidentiality and obtaining proper informed consent before a project begins.

The Class Project Research Application form must be signed by the course instructor and submitted to the IRB Chair **at least two (2) weeks before** the research is to begin. No student research project involving human subjects may begin until the instructor has submitted a Class Project Research Application form and this form has been accepted by the IRB.

Instructors of these courses will be made ***ex-officio members*** of the IRB during the semesters when they are teaching research methods courses. Acting in this capacity, instructors will have the authority to review, approve, and submit proposed projects to the IRB for abbreviated review and acceptance. These projects must not involve any of the topics or procedures

described above which are not acceptable for abbreviated review. Additionally, course instructors carry the responsibility that he or she is accountable for the design, conduct and oversight of all projects undertaken by students in these classes.

Students conducting research accepted through abbreviated review procedures must obtain informed consent from each participant.

End of Semester Report Procedures for Student Research

Course instructors are required to file a Class Research Project Report to their college's IRB chair by the end of the semester providing the following information:

- The course name and number, a listing of all course instructor approved projects, and information on the students (name and contact information) responsible for data collection associated with such projects. An abstract (100-250 words) of each project must accompany this report.
- Details must be provided about any problems occurring in connection with the administration of any of the projects. Note that these problems were to have been reported immediately to the IRB chairperson.
- An assurance is given that all elements of informed consent for minimal risk research were provided to each participant, and that each participant agreed to participate thereafter.

Submission of this report is due within two (2) weeks of the end of the semester.

Compliance with the Abbreviated Review Procedure

A failure to comply with any aspect of this procedure could result in the Instructor losing the privilege of serving as an ex-officio member of the IRB.

CLASS RESEARCH PROJECT APPLICATION FORM

**Trinity Valley Community College
Institutional Review Board**

Name of course Instructor:

Extension:

Email:

Department:

School:

Course name, number, and section:

Semester and academic year:

Use the table below to describe each student research project that is part of the course above. Use additional sheets as necessary. As *ex officio* members of the IRB, instructors have the authority to approve student research projects. Please attach a copy of the course syllabus, and indicate where aspects of human research ethics and participation are discussed. This form must be submitted at least two weeks before the research is to begin.

Descriptive title of research project	Name(s) of investigator(s)	Type/estimated # of participants
Attach additional sheets if necessary		

Since student research projects will not be individually reviewed by the IRB, the informed consent information (written or verbal) must include the following statement:

This survey (project etc...) is being conducted in partial fulfillment of the course requirements for (course title) taught by (instructor's name) at Trinity Valley Community College University. This course is in compliance with the course certification requirements of TVCC's Institutional Review Board (IRB).

Certification:

I am familiar with the policies and procedures of the Institutional Review Board at Trinity Valley Community College. This policy, regarding the ethical treatment and use of human research participants, will be reviewed by all students enrolled in this course prior to the beginning of all research projects. I will exercise reasonable and customary supervision to ensure student compliance with the policies for the protection of human subjects at TVCC. I will immediately report to the IRB any adverse events incurred to participants (or investigators) associated with any of the projects described on this form.

Course Instructor's signature

date

Approved:

IRB chair

date

CLASS RESEARCH PROJECT REPORT FORM

Trinity Valley Community College Institutional Review Board

Name of course Instructor:

Extension:

email:

Department:

School:

Course name, number, and section:

Semester and academic year:

Please complete the table below for all student research projects approved through the abbreviated review procedure. Use additional pages if necessary. An abstract of each project must accompany this report. **Submission of this report is due within two weeks of the end of the semester.**

Descriptive Title of Research Project	Name(s) of investigator(s) & contact info

Describe any problems or concerns occurring in connection with the administration of any of the projects:

Certification:

I certify that all of the projects listed above were conducted in compliance with IRB policies on student research projects. All elements of informed consent for minimal risk research were provided to each participant, and each participant agreed to participate thereafter.

Course instructor's signature

date