**Course-Related Student Project Checklist**

**Version 1/4/2022**

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| Student(s) Name(s): Click or tap here to enter text. |
| Instructor Name: Click or tap here to enter text. | Date: Click or tap to enter a date. |
| College/School Name: Click or tap here to enter text. |
| Department within College/School: Click or tap here to enter text. |
| Course Title: Click or tap here to enter text. | Course start date: Click or tap to enter a date. |
| Project Title: Click or tap here to enter text. | Course end date: Click or tap to enter a date. |

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/receipt.

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

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| --- | --- |
| 1. Does this project involve living individuals (i.e., not dead) about whom a student obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information?
 | [ ]  YES[ ]  NO  |
|  |  |
| 1. Is the only purpose of this assignment to teach research methodology or other vocation-related skills such that the project is not designed to develop or contribute to generalizable knowledge?
 | [ ] YES[ ] NO  |
|  |  |
| 1. Will the results of this project leave CMU for any of the following reasons (check all that apply):
 | [ ]  A poster presentation [ ]  An article or journal submission[ ]  Presentation at a conference or other professional gathering[ ]  Use in a project that extends beyond the original class for which this project will be conducted [ ]  Posted on a public website  |
|  |  |
| 1. If you checked any box in Question 3, will the publication or presentation suggest that the results or knowledge gained may be useful to others outside of CMU or the course sponsor/client?
 | [ ]  YES[ ] NO |
|  |  |
| 1. Does this project involve gathering data from or about an external (non-CMU) company, agency, or organization?
 | [ ] YES[ ] NO |
|  |  |
| 1. If you answered yes to Question 5, will the data/results be shared only with that company, agency, or organization?
 | [ ] YES[ ] NO |
|  |  |
| 1. Is the project subject to oversight by a [federal department](http://www.hhs.gov/ohrp/humansubjects/commonrule/index.html) [or agency that has adopted the Common Rule (e.g., NIH, NSF, DoD)?](http://www.hhs.gov/ohrp/humansubjects/commonrule/index.html)
 | [ ] YES[ ] NO |
|  |  |
| 1. Does this project include (check all that apply):
 | [ ] Children[ ] Prisoners |
|  |  |
| 1. Is the project limited to the following activities?

-Surveys, questionnaires, or interviews-Observation of public behavior-Benign behavioral interventions-Standard educational exercises | [ ]  YES[ ]  NO |
|  |  |
| 1. If the information that will be collected is identified in any manner (i.e., includes personally identifiable information, coded with a number and a link back to the original identifiers, etc.), could the information be harmful to a person’s reputation, employability, or financial standing?
 | [ ]  YES[ ]  NO |
|  |  |
| 1. If the information that will be collected is identified in any manner (i.e., includes personally identifiable information, coded with a number and a link back to the original identifiers, etc.), could the information place the person at risk of criminal or civil liability?
 | [ ]  YES[ ]  NO |

**Information that you must disclose to project participants prior to starting project procedures, if the project involves collecting prospective data through interactions or interventions with subjects (referred to as a “Disclosure”):**

1. **That you are a Carnegie Mellon University 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 that participants may contact them 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 and they may stop at any time.**

**Instructor Certification**

**I have reviewed the student’s(s’) completed project proposal and the IRB Course-Related Student Project Guidance. This project does not need to be submitted to the IRB for review or will be submitted and approved as indicated by the Guidance and Checklist prior to Human Subject involvement in the project.**

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**Printed Name of Course Instructor**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Course Instructor Date of Signature**

**Student Certification(s)**

I have read the IRB Course-Related Student Project Guidance and agree to comply with the standards laid out within it. I agree to submit a revised copy of my project proposal and a revised Course-Related Student Project Checklist to my instructor for review prior to implementing any changes in the project. I acknowledge that I am responsible for ensuring IRB approval for the project, if appropriate.

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Printed Name of Student Signature of Student Date of Signature

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Printed Name of Student Signature of Student Date of Signature

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Printed Name of Student Signature of Student Date of Signature

# Determination Guide

1. 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.
2. If **question 2** is answered "No": You must submit an application to the IRB for review. If the IRB determines that this project involves Human Subjects Research, you must receive approval before any research is conducted.
3. If **any** box in **question 3** is checked and **question 4** is answered "Yes": You must submit an application to the IRB for review. Should research leave Carnegie Mellon University accompanied by a suggestion that the results or knowledge gained by the project may be useful to others, the results could be contributing to generalizable knowledge, which falls under the definition of Human Subjects Research. If the IRB determines that this project involves Human Subjects Research, you must receive approval before any research is conducted.
4. If **question 5** is answered “Yes” **and question 6** is answered "No": You must submit an application to the IRB for review. If will be shared more broadly, the information could be contributing to generalizable knowledge, and therefore, defined as Human Subjects Research. If the IRB determines that this project involves Human Subjects Research, you must receive approval before any research is conducted.
5. If **question 7** is answered "Yes": You must submit an application to the IRB for review. If the IRB determines that this project involves Human Subjects Research, you must receive approval before any research is conducted.
6. If **either** box in **question 8** is checked: You must submit an application 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.
7. If **question 9** is answered "No": You must submit an application to the IRB for review. If the IRB determines that this project involves Human Subjects Research, you must receive approval before any research is conducted.
8. If **question 10 or 11** is answered "Yes": You must submit an application to the IRB for review. The project may be more than minimal risk to the participants. If the IRB determines that this project involves Human Subject Research, you must receive approval before any research is conducted.

**If none of the above questions indicate that you must submit an application to the IRB for review and the project is not being used for an Honor’s, Master’s, or Doctorate thesis or dissertation, your project qualifies as a Course-Related Student Project. You do not need to request IRB approval.**