**Student Human Subjects Research Practice**

**Classroom Projects**

**Instructions:**

Faculty requiring a research project for a course grade (outside of thesis work) is considered “research practice” and will not require IRB review. There projects are under time constraints and are not normally as rigorous as research intended for a thesis or publication. However, students can present results at a conference without IRB approval. Students can declare to a conference that faculty approval was granted.

**Application Checklist**:

Students should take the Human Subjects Research: Undergrad & Masters Student course in [CITI.](https://www.csus.edu/compliance/research-integrity-compliance/_internal/_documents/citi-registration-manual_newall.pdf)

You must attach your informed consent form, all data collection tools, interview questions, and/or recruitment flyers/emails.

Evaluation of risks in your research should consider all possible risks associated with your research. For example, although you may not reveal the identity of your subjects in your *results*, collecting identifiable raw data such as audio/video/email/phone creates a risk of identification if data were to be inadequately stored.

**Submit Application:**

Submit this form to your professor.

**Classroom Project/ Research Practice**

Faculty Notes:

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| 1. Student Investigator Information | |
| Student Investigator(s): |  |
| Email(s): |  |

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| 1. Project Information | |
| Project Title: |  |
| CITI certification attached: | No  Yes |
| Are other institutions/ organizations involved? | No  Yes: List name of institution/organization:  Do you have support from the organization?  No  Yes |

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| 1. Project Overview |
| Purpose and Objectives of the Research This is the “so what?” statement. Why are you are doing the study? Who will benefit? What is the problem or phenomena you are trying to address? Include a brief summary of literature that support the need for your research. |
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| Main Research Question or Hypothesis |
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| MethodologyYour methodology should help you directly answer your RQs/address your hypotheses. Include *all* of the following information:  *Study Design—*What methods will be used? Quantitative? Qualitative? Mixed? Are you using a survey, interviews, focus groups, experiment?*Data Analysis—*How will you analyze the data you obtain in order to answer your research question(s)? |
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| Development of/Contribution to Generalizable Knowledge *Generalizable knowledge* means conclusions, facts, or principles derived from particulars that are applicable to or affect a whole category and enhance scientific or academic understanding. What are the potential implications of your research? How will it contribute to academic knowledge? |
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| Results*Description of participants in results—*Describe whether participants will be identified individually or as a group in results, and how they will be protected (i.e. the population will be described as students at a Northern CA Community College and the real college name and location will not be revealed; all data will be reported in aggregate in charts and graphs; personal quotes will be linked to a pseudonym and no real names will be used).  * *Dissemination of results—*How do you plan to disseminate your results to peers in your discipline? Class presentation, conference submission, etc. |
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| 1. Participant Population | |
| Who are the research participants? |  |
| Will any special population be included? | Children (Please consider if this is appropriate. Conducting research with minors requires parental consent and potentially expertise )  DACA (Please consider if this is appropriate for a classroom project)  Prisoners (not allowed) |
| How will they be recruited?(Be specific with your steps. Include copy of flyer or email if advertising for participants) |  |
| Maximum enrollment: |  |
| Will an incentive offered? If you feel that incentives are necessary, contact the IRB to make sure you are compliant with related rules and laws, or view this [video](https://csus.zoom.us/rec/share/hA7YUQ47yjWcDm2maeBCfzsKPO-d_hBf134oSrDrr430M7EXv8sm65FDAeBp02A.w49jjXN7zJWVA-mB?startTime=1608663259000). | *Incentives for classroom projects should be avoided.* Identifiable data is usually required (email) and it adds an element of possible coercion. Additionally, California lottery law applies to raffles or lotteries and should not be used unless you are certain the law is followed.  No  Yes, *describe*: |

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| 1. Participant Experience | |
| Data collection procedures Discuss when you plan to collect the data, where you will collect it, how long it will take (if it involves several sessions, please  break this up by session), and what you are collecting. Every detail should be planned and thought through.  Make sure to attach survey, interview questions, rubrics, inter-rater reliability datasheets, or other data collection tools you plan to use. | |
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| How long will participation take? |  |
| Where will the study be conducted? |  |

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| 1. Data Analysis and Maintenance | | |
| Collection Method Check all that apply. | | |
| Online survey/questionnaire  Qualtrics preferred  Zoom Audio recording/ Video recording🡪  Audio recordings with another device 🡪  Paper survey/questionnaire  Note-taking on computer or with notebook  Rubric or checklist | **Zoom**:  Zoom recordings will remain stored on my U: drive or my Zoom account  **Non-Zoom recording device**:  Once the recording is obtained, I will transfer the file from the recording device to a password protected hard-drive, OneDrive, or U: drive  I will then delete the file from the recording device  **You will do the following with your audio recording(s):**  Transcribe audio recordings  Change any names or other identifying information in the transcription to protect subject identity  Delete the audio recording once you are satisfied with your transcription so that you are deleting any link between the participant and their responses. | |
| Collection of Direct and Indirect Identifiers Check all of the identifiers you plan to collect. | | |
| *(Direct) Identifiable data:*  Name  Email  Phone number  Username  Student ID or other unique ID  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | [*(Indirect) Demographic data*](https://www.csus.edu/compliance/research-integrity-compliance/_internal/demo_guidelines-final.pdf)*:*  Gender  Age  Race  Sexuality  Income  other demographic data: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Who will have access to the raw data? How will confidentiality be maintained during collection and analysis? | | |
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| *How* and *when* will data be maintained or destroyed after publication/presentation (password protected, locked drawer; erase files, shred documents; 3 years after completion)? For research practice, it is not necessary to retain data for long periods of time. | | |
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| 1. Benefits and Risks | |
| Describe the benefits to the individual (if any) and to society: | |
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| Physical Risk (i.e., exercise, sensors placed on skin, cheek swabs, saliva samples, etc.) Not applicable  Minimal  Greater than Minimal | |
| Describe minimal or greater than minimal risk: |  |
| Describe how this risk will be addressed/minimized: |  |
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| Psychological Risk (i.e., stress, embarrassment) Not applicable  Minimal  Greater than Minimal | |
| Describe minimal or greater than minimal risk: |  |
| Describe how this risk will be addressed/minimized: |  |
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| Sociological and Economic Risk (i.e., employability, reputation, financial standing, criminal prosecution) Not applicable  Minimal  Greater than Minimal | |
| Describe minimal or greater than minimal risk: |  |
| Describe how this risk will be addressed/minimized: |  |
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| Confidentiality Risk (i.e., collection of identifiable information, data maintenance, potential access to data from outside parties)  Not applicable  Minimal  Greater than Minimal | |
| Describe minimal or greater than minimal risk: |  |
| Describe how this risk will be addressed/minimized: |  |

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| 1. Informed Consent |
| **Use the *Exempt Research* informed consent form below.**   * Review Section F.II. of your application.   + Direct identifiers are checked: Use Option #1 (confidential paragraph) in the template.   + No direct identifiers are checked: Use Option #2 (anonymous paragraph) in the template.   + At this time, verbal informed consent is the best option during COVID. |
| Procedure for obtaining informed consent from subjects: Zoom – you can share your screen or share a link to the document in Chat, review the content and ask for verbal consent.  Qualtrics – this is implied consent, they cannot sign anything or verbally agree. Their completion and submission of the survey is their consent. |
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| Attach a copy of the informed consent form, email, or script. |

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| Student Investigator Agreement |
| In submitting this proposed project and signing below, I certify that:   1. I will conduct the classroom project involving human subjects as presented in the protocol and approved by my faculty supervisor; 2. I will report to my faculty any problems or injuries to subjects. |
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| Faculty Agreement for Student Investigators |
| I will supervise this student’s research project and hereby confirm the research complies with best practices regarding the protection of human subjects. |
| X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Faculty Advisor Signature Date |

Instructions for Exempt Consent:

1. Fill in all required information in red text,
2. Fill in blue sections when applicable, and delete all blue underlined text,
3. Delete any blue sections that do not apply,
4. *Do not use any jargon*, and make sure the language used is at about an *8th grade reading level*,
5. Delete this yellow highlighted section from your final version and make sure all text in this document is **black**.

**INFORMED CONSENT FORM**

My name is (your name), and I am a (your role) at California State University, Sacramento, (School and/or Department). You are invited to participate in a research study about (explain purpose of research at an **8th grade reading level**/ DO NOT COPY AND PASTE YOUR HYPOTHESIS).

If you volunteer, you will be asked to (participant procedures explained at **an 8th grade reading level**), which will take about (duration XX minutes/hours).

If you agree to participate, you can stop at any time. This study may expose you to minor risks, but they are not expected to be any greater than risks you experience in daily life. The benefit(s) to this research (is/are: explain benefits to subjects or society **at 8th grade reading level** (most research does **not** result in direct benefits to the participant)).

Deception (delete section if no deception involved): Although I am avoiding a complete description of the research at this time, you will receive a full explanation after your participation. [Debrief form must include the actual purpose of the study and why they were deceived.]

Incentives/Compensation (delete section if no incentive involved): If you are offering an incentive or compensation, like gift cards or test results, describe the incentive and what they must do to get it. Can they leave the study early or do they have to complete the study to get the incentive? You must explain HOW and WHEN they will get it.

Option 1 or 2 required:

Option #1 Collecting individually identifiable information: I intend to publish or present my results. You will not be identified in my results. I will protect your identity by: (1) grouping responses/using pseudonyms, (2) storing collected information in a protected location, and (3) removing identifiers as early as possible. Information that can identify you will be deleted or removed from the data after a period of (duration). I will destroy the de-identified data at the end of this semester.

Option #2 Collecting completely anonymous information (cannot use for interviews/focus groups): I intend to publish or present my results. I am not collecting information that can identify you. I will destroy the data at the end of this semester.

If you have any questions about the research, please contact me at(your phone or email)*,* (or(faculty advisor name and contact info, required for students)).

Your participation implies that you have read and understand this information and that you may stop at any time without penatly.