**Instructions:** *Please complete the form below and submit this document along with all other project documents to your course instructor.*

Project Title:

Course Name / Course #:

Student Name(s):

Many courses in the DU curriculum include instruction on research design and research methods. Often the course instructor includes an experiential learning component in the course assignments. This guidance is designed to help you determine if the course-related research project will need to be reviewed and approved by the IRB.

If the proposed project listed above meets the following four criteria for conducting course-related research at the University of Denver, IRB review may not be required:

1. They are usually very limited in scope and sample size and are conducted for the purpose of learning the research process and applying this process by conducting a minimal risk research study as a requirement of a specific course.
2. The course-based research projects will not result in generalizable knowledge that would be acceptable for scholarly presentation or publication *[Explanatory note: Presenting results to a class or for a departmental/college/University research presentation event does not constitute public dissemination or contribution to generalizable knowledge*.]
3. The course-based research project asks participants for non-sensitive information.
4. The research data are collected in a manner that assures the anonymity or confidentiality of the participants.

If your course-related research project assignment meets all four of these criteria listed above, then there is no requirement for IRB review.

There are three types of research projects that have an elevated level of risk and may require IRB review to determine if they are Human Subjects Research. These include:

1. Projects that include deception or that may elicit a strong emotional response from the participant and require referrals to mental health professionals.
2. Projects include a physical testing procedure, such as blood draws or exposure to radiation (i.e., fMRI).
3. Projects that gather data from protected or vulnerable populations such as children, cognitively impaired person, prisoners, the elderly.

**Please submit this form to your course instructor along with the following documents:**

* A brief description of the assigned project, or the project assignment required by the course instructor;
* Any, and all documents that may be utilized during the course of the research project. This would include informed consents, assents, surveys, questionnaires, scripts, recruitment materials, etc.

Please indicate all categories below which may be included in the course-based research project:

 Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as research on regulator and special education instructional strategies, or research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

 Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; AND any disclosure of the human subjects’ responses outside the research could reasonable place the subjects at risk or criminal or civil liability or be damaging to the subjects’ financial standing, employability, or reputation.

 Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior that is not exempt, if the human subjects are elected or appointed public officials or candidates for public office; OR the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

 Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

 Research and demonstration projects which are designed to study, evaluate, or otherwise examine public benefit or service programs; procedures for obtaining benefits or services under those program; possible changes in or alternative to those programs or procedures; or possible changes in methods or levels of payment for benefits or services under those programs.

If any of the categories listed above were checked, then IRB review may be required. Please discuss your project with your instructor to determine whether a formal application should be submitted to the IRB for review.