

Use of UAH IRB for Course Work and Guided Research

These guidelines **only apply to courses in which the instructor requires students to engage in **classroom guided research** for course credit and are expected to complete the assignment within the semester **and intend to disseminated** (via poster or podium presentation and or through publications) **the findings**.*

These guidelines **do not apply to courses in which students are working towards a thesis or dissertation as some courses require students to begin their IRB approval process, in collaboration with their Committee Chairs, in order to move into their thesis or dissertation courses the following semester.*

If there is **no intent to disseminate the findings then an IRB is not required. Please note UAH IRB does not provide retrospective IRB approval. If you believe there may be an opportunity to disseminate the findings in the future, then it would be in the best interest to submit to UAH IRB **prior to** conducting the classroom guided research activity.*

The IRB committee values the student's experience in conducting human subject research and understands the value gained when preparing an IRB application. Our committee supports the efforts of instructors who conduct classroom guided research (**with the intent to disseminate the findings**) with the goal of submitting an IRB and once approval is provided having students conduct the research within the semester the application was submitted.

The IRB committee is also committed to providing timely responses to all IRB application submissions and approvals in order to serve the research community at UAH. Therefore, we have identified a need to provided guidelines to instructors who plan to use the IRB experience and expect students to conduct their research for course credit within the current semester.

Instructions for submitting an IRB application intended for course credit for Classroom Guided Research

1. **Only one IRB application is required.** Multiple IRB submissions from the same course/semester will not be accepted as using this experience is intended to fulfill a course requirement for course credit only and all students contribute to the whole study.
2. The single submitted IRB application must include Form 1, either Form 2 or 3, and any other IRB forms that fit the specific needs of the study, refer to the IRB website under forms. Multiple consent forms may be acceptable if there are different tasks expected for different participants.
3. All students must be included on form 1 under the subsection titled: Background and Qualifications of the Principal Investigator and additional personnel directly involved in the research. The student may work independently or work in student groups, however, every student must be included under this section and the CITI training certifications must be attached for each student. (these include: Human Subject Researcher, Responsible Conduct for Research (RCR), Conflict of Interest, and Export Compliance.
4. The instructor who is conducting the course must be listed as the Supervising Faculty on form 1.

5. It will be the responsibility of the instructor conducting the course to review the IRB application prior to submission. The instructor must review to make sure all required IRB forms are included in the application.
6. The instructor will also need to verify additional supporting documents such as recruitment scripts, letters of support if the research is conducted in a unit or other setting, surveys, tools, or questionnaires being used, and/or any educational materials that will be provided to the participants, are included in the IRB application. These can be provided in the appendix within form 1 or can be uploaded as separate documents.
7. The instructor must submit the IRB application and in the email must state that this IRB application is used for Classroom Guided Research only.