



UNIVERSITY OF
NEW ENGLAND

INNOVATION FOR A HEALTHIER PLANET

Demystifying the Student Classroom Project Exclusion Application Process for Faculty

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Overview

01

Definitions and introductions to key terms

02

What constitutes an eligible student classroom research (SCR) project

03

What can not be submitted as a SCR project

04

Faculty responsibilities

05

What to submit to the Office of Research Integrity (ORI)

06

Psychology research methods class example



Key Terms

- **Research**
 - Systematic investigation aimed to contribute to generalizable knowledge (only the ORI can determine whether a project is “Human Subjects Research”)
- **Generalizable Knowledge**
 - Knowledge obtained through research can be extended to other populations
- **Human Subjects**
 - Living individual, researcher obtains data from them through interaction
- **Student Classroom Projects**
 - Projects conducted during class while students are enrolled in an official course



Classroom Research at UNE

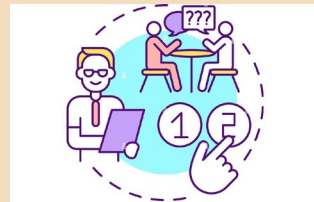
- Engaging in experiential learning is one of the cornerstones of our approach to teaching at UNE
- Many classes at UNE engage students in classroom research projects involving human subjects (questionnaires, interviews with individuals, etc.)
- Many pose minimal risk to participants





What is a student research classroom project?

- Project conducted while students are enrolled in an official course (credit or not)
- Project is completed in fulfillment of class requirement
- Project involves interaction with individuals inside or outside the classroom
- Project helps students to master concepts covered in the class or teaches them about research methods in a field





What other criteria must apply

- Must be no more than minimal risk to participants
- Research project consists of systematic investigation that will result in student learning (e.g., course subject or research methods)
- Project is NOT intended to produce generalizable knowledge
- No intent to disseminate the results outside of UNE (some exceptions include collaborations with business or agency)
- Does not meet the federal definition of human subjects research that requires IRB review and oversight (must undergo administrative review at the Office of Research Integrity (ORI))



What is NOT considered a student classroom project

- Classroom projects intended to collect information systematically with the intent to produce generalizable knowledge
- Intent to disseminate the results outside of UNE (e.g., publication)
- Independent research projects conducted by students for honors projects, theses and independent studies
- Independent research projects with students will require submission of an application to the IRB including acceptance of responsibility of the faculty mentor
- Greater than minimal risk

When to submit an individual application for a classroom project

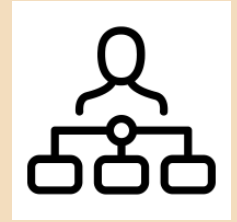


Classroom student projects that involve the following:

- **Special participant populations** (minors, pregnant women, prisoners, persons with diminished capacity to give informed consent, fetuses or products of labor and delivery)
- **Sensitive topic area** (mental health status, sexual practices, questions about drugs and alcohol, illegal behavior, information damaging individuals financial standing, etc.)



Faculty Responsibilities



- Ensure student projects are conducted to the ethical standards of human subjects research
- Ensure students understand and follow ethical standards
 - Encouraging students to complete the CITI training
- Guiding students to minimize harm to participants (e.g., confidentiality, relevant contact info, security vulnerability associated with networked computers/ internet)
- Follow all other applicable UNE policies (e.g., HIPPA, FERPA, Lab Safety)



What to submit to the ORI

(at least 2 weeks prior to start of the semester)

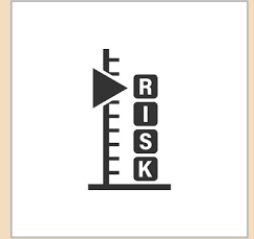
- Carefully review “Application for Exclusion from IRB Oversight of Student Classroom Projects” guidelines and make sure you meet all criteria
- Course syllabus and other relevant materials (e.g., description of research project assignment)
- Completed “Application for Exclusion from IRB Oversight of Student Classroom Projects” form
- Faculty CV
- Faculty CITI Training certification





Minimize risk whenever possible

- CITI on-line training for human subjects protection
- Encourage anonymous data collection
- At minimum keep identifying information separate from data collected
- Destroy copies of collected data upon completion of the project
- Encourage student to give informed consent forms to participants (instead of passive consent forms)

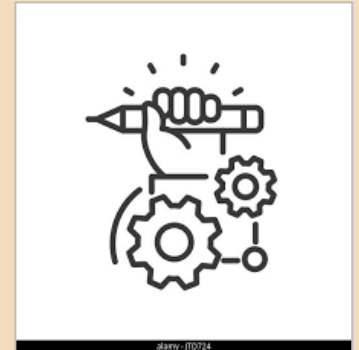


An example: Research Methods in Psychology (PSY285)



Development of student classroom research projects

- All students must complete the CITI Training for Social and Behavioral Research prior to the start of data collection
- Discussion of research ethics is part of the class
- Instructor guides students in developing research ideas that are considered no more than minimal risk
- Students submit a mini-IRB application to the instructor



Mini IRB Application Sample

IRB Form

Name:
Contact:
Course:
Semester:
Instructor:

1. Project Title:
2. Description of study:
3. Characteristics of the participants:
4. How participants will be sampled:
5. Method of the study:
6. Materials:
7. Obtaining informed consent:
8. Potential risks to the participants:
9. Deception:
10. Confidentiality:
11. Debriefing:
12. Benefits:

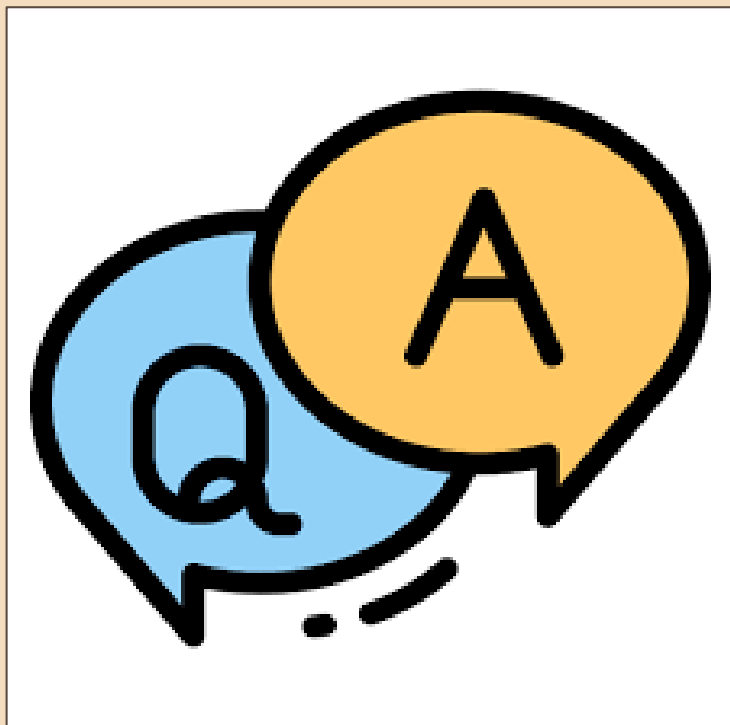
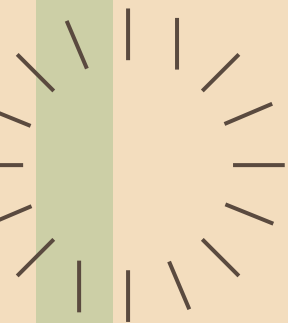
Overseeing student classroom research projects

- Instructor reviews all study materials (informed consent, study materials, debriefing etc.) to ensure they are in compliance with requirements (i.e., minimal risk)
- Collect all informed consents and hard copies of surveys when possible (destroy eventually)



Summary

- Research projects must be part of a registered class
- Objective of the project must be to teach concepts or research methods
- No intent to disseminate the results outside of UNE
- Must be no more than minimal risk to participants
- Only the ORI can determine if a project is considered “Human Subjects Research”
- **Research compliance staff members are here to help (irb@une.edu)**



Resources

- Guidelines for faculty: <https://www.une.edu/sites/default/files/UNE-student-Classroom-Projects-8-19-2010.pdf>
- CITI Training: <https://about.citiprogram.org/en/homepage/>