**Teaching Research Methods Part II**

Once the course you are teaching has received approval from the IRB as one involving student research for educational purposes, **this form must be submitted every semester that you are teaching the course** (For initial approval and modifications to your course, submit the *Application for Teaching Research Methods I*). This form is used to assure the IRB that each student research project involves minimal risk, adheres to ethical standards, maintains the confidentiality and informed consent of the subjects, and generally is to be used only for classroom purposes.

The IRB holds you, the instructor, responsible for reviewing all student proposals to ensure that they meet the guidelines listed below. Students in approved research courses covered by the Teaching Research Methods Application and Part II form do NOT submit an individual application to the IRB. Any proposals that involve more than minimal risk are not covered by the Teaching Research Methods approval process and, therefore, must be submitted by the student as a separate IRB Application for Human Subjects Research Approval. If you would like students to have the experience of completing the Application for Human Subjects Research Approval, it is available in Word format on the IRB website for draft versions to be submitted to you as the instructor for review as a class assignment.

**Note:** These boxes will expand to accommodate text. If you cut and paste anything into the boxes, please make sure that your margins are the same as the margins in this application (1 inch). If you are having trouble cutting and pasting into the boxes, check to ensure that your document style is set to **normal** throughout the document. If you want to tab inside a box, use “control tab.” Tab alone creates a new box.

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| Course Prefix, Number and Title: |  |

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| Instructor’s Name: |  |

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| E-mail and/or Phone: |  |

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| Semester: |  |

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| Anticipated Dates of Data Collection: | Begin Date: |  | End Date: |  |

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| Original Course Approval Date:  |  |

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| 1. | Please provide the IRB with a list of all student researchers’ names and the titles of their research projects by typing or cutting and pasting it into the box below. |
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| 2. | The instructor has reviewed and approved all research proposals listed above. Check the appropriate box. | Yes |  |
| No |  |

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| 3. | All research proposals involve **minimal risk** to the subjects (As defined by federal regulations, a risk is minimal where “the probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests.” See 45 CFR 46.102 on the IRB website.) Specifically the research proposals abide by the following guidelines. Check the appropriate box. | Yes |  |
| No |  |
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| A. | The activities involve surveys, interviews, observations of public behavior, and/or minor manipulations of the environment or taste testing of food. |
| B. | Interview/survey questions are NOT sensitive in nature (i.e. do not ask about private health information, sexual practices, etc.). |
| C. | Interview/survey questions do NOT ask about illegal activities (i.e. drug use, alcohol abuse, etc.). |
| D. | Research does not involve administration of prescription or over the counter drugs or medicines or any medical devices. |

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| 4. | All research proposals provide the following steps to ensure **confidentiality**. Check the appropriate box. | Yes |  |
| No |  |
| A. | Consent forms will be kept separate from data sheets. |
| B. | Codes will be used so that no names appear on data sheets. |
| C. | Consent forms and data sheets will be kept in a secure place. |
| D. | Names will not appear in any written or oral presentations of the research findings. |
| E. | Upon completion of the study, the data will be either destroyed or filed securely. |

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| 5. | All research proposals involve only adult normal populations (members of a non-vulnerable population who are at least eighteen years old) as research subjects. Check the appropriate box. | Yes |  |
| No |  |

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| 6. | All research proposals have a statement of **informed consent** that abides by the Informed Consent Checklist (see IRB website) and includes the following additional information. Check the appropriate box. | Yes |  |
| No |  |
| A. | The name and telephone number of the researcher and/or instructor. |
| B. | If applicable, a statement that the subject may receive an incentive for agreeing to participate. |
| C. | A statement that a summary of the research may be presented on campus (e.g., as part of Student Research Day), but the data will NOT be presented at any scientific meeting or off campus, nor will it be submitted for publication. |
| Cut and paste a copy of each statement of informed consent into the box below using the corresponding student name(s) and project title as a heading. |
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| 7. | All student researchers have read and signed a copy of the **Ethical Responsibilities** of the Researcher form (blank form below; instructor keeps these signed forms). Check the appropriate box. | Yes |  |
| No |  |

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| 8. | Please copy and paste this semester’s course syllabus into the box below. |
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***The IRB holds you, the instructor, responsible for reviewing all student proposals to ensure that they meet the above guidelines. You are responsible for ensuring that any proposal not consistent with the above guidelines is submitted by the student as a separate IRB Application for Human Subjects Research Approval. The IRB maintains the right to request full/convened review of any of the attached proposals if the Board has any concerns.***

Instructor’s Signature Date

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**Teaching Research Methods Part II:**

**Ethical Responsibilities of the Researcher**

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| Course Prefix, Number, and Title: |  |

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| Instructor’s Name: |  |

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| Semester: |  |

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| Anticipated Dates of Data Collection: | Begin Date: |  | End Date: |  |

My instructor has discussed with me the importance of (1) explaining the purpose and goals of this research project to the subject(s) and (2) protecting the identity of the subject(s). To meet these ethical responsibilities, I shall do the following:

1. I shall explain the purpose and nature of the research to the subject(s). In addition, I shall inform the subject(s) that my instructor will read the paper and also that there is the possibility that a summary of the research may be presented on campus (e.g., as part of Student Research Day), but the data will NOT be presented at any scientific meeting or off campus, nor will it be submitted for publication. I shall assure the subject(s) that all names will be removed from the paper prior to sharing it;

2. I shall obtain permission from the subject(s) prior to collecting data. The subject(s) will be informed that participation is strictly voluntary, and that s/he (they) may terminate participation at any time without any penalty; and

3. I shall remove all names from the paper and use pseudonyms to protect the identity of the subject(s).

Student’s Signature Date

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***Submit this completed, signed application to the Utica University IRB at irb@utica.edu***