

# Faculty Report of Classroom Projects

When is **Form 20** **required** for Student or Classroom Projects?

* Students who are pursuing human subjects research as part of their projects and ***plan to publish or present at an academic conference outside of Messiah College*** should complete a *Request for IRB Review of Research Project* (**Form 20**), and have it signed by the faculty advisor. Many **honors** projects, **senior capstone** projects, **directed/independent studies,** or **graduate capstone or theses projects** result in presentations or publications outside of Messiah College. *Completion of* ***Form 55*** *restricts opportunities for publication or presentation of findings outside of Messiah College*.
* For Classroom or Student Projects involving any of the following, researchers must complete a *Request for IRB Review of Research Project* (**Form 20**), and have it signed by the faculty advisor:
	+ **International research**
	+ **Research with vulnerable populations** (e.g. prisoners, individuals with reduced mental capacity or psychiatric disabilities, economically disadvantaged, pregnant women, homeless individuals, children, LGBTQ, terminally ill, etc…) [insert link to full list]
	+ **Sensitive topics**
	+ **Use of deception**
	+ **Greater than minimal risk to human subjects**
	+ **Classroom projects from which data will be used in faculty research**
* Avoiding these Form 20 triggers will allow Classroom Projects to be reviewed as a Form 55 (see below).
* Researchers with questions about whether the Form 20 or Form 55 is appropriate or unusual circumstances should contact the IRB at IRB@Messiah.edu.

When is **Form 55 sufficient** for Student or Classroom Projects?

* Completion of **Form 55** is sufficient for Human Subjects “Research” conducted only for pedagogical purposes (i.e. Classroom Projects) AND which does not include any of the Form 20 triggers identified above**.**
* Classroom Projects are characterized by the following:
	+ Purpose is to teach professional research methods such as interviewing, surveying, and research design.
	+ Data are gathered solely for the purposes of teaching data analysis.
	+ Results will remain in the classroom or Messiah College Research Symposia.
	+ There is no risk or minimal risk to human subjects.
	+ Faculty will not use this data in their own research.
* Brief review of a completed Form 55 by the IRB Classroom Projects Subcommittee is required for all student or classroom projects to assure the above circumstances are met and there is no undue risk to participants.

When is **Form 55 NOT required** for Student or Classroom Projects?

* When the **above Form 55 circumstances do not apply** AND **any one of the following circumstances do apply**, Form 55 is **NOT** required**.** For example, when the focus of the class and/or class assignment:
	+ is not human research methods or data analysis,
	+ teaches research methods that do not use human subjects,
	+ teaches research methods and/or data analysis with de-identified data sets.

**Form 55: Faculty Report of Classroom Projects**

**General Information**

Faculty Name: Box #: Ext:

Course # and name:

Number of students in class engaged in classroom projects:

Faculty Advisor Assurance:

I assume the roles and responsibilities required to oversee the conduct of this research, prevent harms to subjects and foster benefits to the subjects. I will report any significant and relevant changes to the project description, adverse events, or incidents to the IRB. I have also received training for ethical human subjects research and can confirm that the students have received appropriate training. I certify that the information provided in this document is accurate.

Signature Date

Please submit all forms electronically to provost@messiah.edu **prior to the start of data collection**. Questions regarding the form can be directed to ext. 5375.

**Please provide documentation of completion of NIH training on Protection of Human Subjects with the submission of this form.**

**Checklist**

1. **Classroom Projects Summary** (Please complete the table to give a brief description of the project including project titles, names of student researchers, design methods used, and subject pool).
2. **Section 1: Form 20** (Please complete checklist to determine if a Form 20 is required for any of the projects).
3. **Section 2: Form 55** (Please complete the checklist to determine if a Form 55 is sufficient or if additional supplemental questions need to answered for any of the projects).
4. **Supplemental Form 55 Questions** (If any of the projects require additional information to determine if a Form 55 is sufficient or if a Form 20 is required, please provide responses to the appropriate questions for only those projects requiring them).

**Classroom Projects Summary**

Briefly complete the table below describing any student projects involving human subjects. Use additional rows and pages, as needed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Project Title** | **Design Method** | **Description of Subject Pool** | **Name(s) of student researcher(s)** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |

**SECTION 1: Form 20**

*Is a Form 20 required for any of the projects*? A Form 20 must be completed for any projects that constitute human subjects research according to federal guidelines. As a guideline, if you answer YES to ***any*** of the following questions in Section 1, a Form 20 will be required.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** |  |
| **1** |  |  | The project (graduate or undergraduate) involves human subjects and will contribute to generalizable knowledge and the results will be disseminated beyond the Messiah College community through publication (including theses deposited in databases such as Proquest) and/or presentation at an academic conference. (*Note: Results that will only be presented in a classroom setting or at a conference or symposium at Messiah College primarily intended for a Messiah audience do not fall into this category*). |
| **2** |  |  | The project involves some level of risk (physical, psychological, social, or financial) that is more than *minimal risk* (defined as a risk of harm to the subject from participation in the research that is no greater than the risk encountered in normal day-to-day activities or during routine physical or psychological examinations) to human subjects. |
| **3** |  |  | The project includes international work outside of the US. |
| **4** |  |  | The project involves work with vulnerable populations. |
| **5** |  |  | The project involves sensitive topics. |
| **6** |  |  | The project involves deception. |
| **7** |  |  | The data collected in this research may potentially be used in a faculty research study. |

**If you answered NO to all of the statements in Section One, please proceed to Section 2, a Form 55 for Classroom Projects may be sufficient.**

**If you answered YES to any of the questions for any project, please complete *A Request for IRB Review* (Form 20) for that project. All other projects may proceed to Section 2.**

**SECTION 2: Form 55**

*Is a Form 55 sufficient?* For all projects which you answered NO to ***all*** of the questions in Section 1 AND answer YES to ***all*** of the following questions in Section 2, then a Form 55 is sufficient. No responses to the Supplemental Questions are needed. No further review by the IRB beyond the Form 55 will be required.

For any projects which you answer NO to *any* of the following questions in Section 2, please complete the appropriate Supplemental Form 55 questions in the next section. *Based on the responses, the IRB will determine if the submitted Form 55 is sufficient, if additional information is required, or if a full Form 20 is required for those projects*.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** |  |
| **8** |  |  | This project is strictly a classroom project where the intent of the project is solely academic learning. It is not intended for publication or presentation at an academic conference beyond the Messiah College community. (If NO, please submit a Form 20). |
| **9** |  |  | This work is being done as a part of an undergraduate Senior Seminar or Capstone course, Independent or Directed Study, Senior Research, undergraduate level Honors project (either for Departmental Honors or College Honors), or other course, or as part of a graduate course. (If NO, please answer Supplemental Question 1). |
| **10** |  |  | The subjects are at least 18 years old (i.e., not a minor), or if minors are involved work only involves observation of public behavior in which the investigator does not participate in the activity being observed. (If NO, please answer Supplemental Question 2). |
| **11** |  |  | The project involves only Messiah College students and/or employees. (If NO, please answer Supplemental Question 2). |
| **12** |  |  | The research is limited to one or more of the following methods: 1) survey/questionnaire, interview, observation of public behavior, or focus group; or 2) the collection or study of existing data, documents, or records that are publicly available. (If NO, please answer Supplemental Question 3). |
| **13** |  |  | The project does NOT involve use of the Messiah mass email system. (If NO, please answer Supplemental Question 4). |
| **14** |  |  | The project does NOT involve subjects’ (A) physical exertion (beyond what is encountered in normal activities for the subject) or (B) physical specimens. (If NO, please answer Supplemental Question 5A or 5B, as appropriate). |

**For each project that you answered NO to any of the statements in Section 2, please answer the appropriate Supplemental Form 55 Questions in the next section.**

**Further review of the responses to the Supplemental Questions will determine if the project is eligible for Form 55 review, will require further information, or will require a Form 20 review.**

**Supplemental Form 55 Questions**

Please complete only the appropriate questions for each project receiving any “NO” answers in Section 2 above. All questions do not need to be answered. For each project, supplemental responses are only required for questions receiving a “NO” answer in Section 2.

Project title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Researchers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. If this project is not being done as part of an undergraduate Senior Seminar or Capstone course, Independent or Directed Study, Senior Research, undergraduate level Honors project (either for Departmental Honors or College Honors), or other course, or as part of a graduate course, in what context is the research being done?
2. Describe the target population to be used in the study if the subjects are under 18 or not from the Messiah College community. If subjects will be recruited from outside the Messiah community, please describe the subjects or target population to be recruited.
3. If the Messiah mass email system is to be used for recruitment, please provide the subject line and body of the email to be used. Approval by the Messiah Mass Email system will be required. Please indicated whether approval also already been obtained.
4. If design methods other than those listed above in Section 2 will be used, please identify and describe the methods to be used.
5. A) If the project involves physical exertion beyond what is normally encountered in day to day activities of the subject (note, this baseline may differ for different subjects, for example, athletes vs. non-athletes, dependent on age, etc…), then please describe the nature of the exertion involved.

B) If the project will collect any physical specimens from subjects (e.g. saliva, blood, urine, etc…), please describe what kinds of physical specimens will be collected and the method of collection.