

## Request for Waiver of IRB Application for Class Projects

*This form is to be used by the faculty instructor*

The Colorado Mesa University (CMU) Institutional Review Board (IRB) must review all projects that involve human participants. Student projects conducted within an academic course may be categorized as either a course assignment or disseminated research.

**Course Assignment/Project** includes human participant data collected during or outside of class by students enrolled in an official course, as well as activities for a course that involve persons not part of the course. Course assignments involving research activities are considered educational in nature and not subject to IRB review. This Request for Waiver Form must be submitted to the IRB.

**Disseminated Research** includes human participant data that are formally presented to any audience beyond the course (e.g., poster, oral presentation, written paper, seminar, Show Case etc.). In this case, contact the IRB to complete the appropriate protocol and the project will need to be approved.

**Note:** *This Request for Waiver for Class Projects* are considered to be educational in nature and not subject to IRB review, when ALL of the following below criterion are true. If any of these criteria are not true, or if the project extends beyond these limitations, then the project should be sent to the IRB for review.

**To qualify for this waiver for class projects, all instructors must ensure the following:**

	<b>The results from the course project do not leave the classroom.</b>
	<b>The results will never be published in a paper or electronic form or presented outside of the classroom.</b> Such activities such as poster, oral presentation, written paper, seminar, etc.) outside of the classroom and/or publication lead to generalizable knowledge must go through formal IRB review.
	<b>Project is limited to surveys/questionnaires/interview procedures, observations of public behavior, or standard educational exercises directly related to topic(s) being studied in a university course.</b>
	<b>Survey/questionnaires/interviews, if used, contain <u>no</u> sensitive personal questions</b> (e.g., no questions about alcohol/drug use, sexual behavior/attitudes, criminal activity, medical history, grades/test scores).
	<b>Recording Audio or Video may or may not exceed the minimal risk threshold and thus, the use of recordings will require IRB approval.</b>
	<b>Risk is <u>not</u> more than “MINIMAL.”</b> According to the federal regulations, minimal risk means that “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.”
	<b>NO use of human participants under the age of 18 and or vulnerable populations</b> (i.e., prisoners, children under the age of 18, individuals with impaired decision-making, economically or educationally disadvantaged persons).
	<b>All students involved in the project will complete human subjects training.</b> In <u>CITI</u> training, students will choose the option titled “Social & Behavioral Research Investigators” and/or relevant training to the research purpose such as “Biomedical.”
	<b>All faculty involved in the project will complete human subjects training.</b> In <u>CITI</u> training, faculty will choose the option titled “Social & Behavioral Research Investigators” and/or relevant training to the research purpose such as “Biomedical.”

### Course Instructor Information

Instructor Name and Title:	
Department:	
Email:	
Office Phone	
Course Number and Title	
Semester/Year	

### Course Project Information

1. Describe class assignment (or attach syllabus or handouts from class that highlights relevant parts involving human participants)

2. Describe procedures for maintaining confidentiality, minimizing risk, and monitoring students' projects involving human subjects

### Instructor Certification (REQUIRED)

I accept primary responsibility for ensuring the rights and welfare of human subjects in classroom projects and certify I will:

- Train students in the responsible conduct of research and the protection of human subjects;
- Review each student's project to determine if each project qualifies for coverage under this waiver **and if not**, instruct and assist the student in submitting an IRB application;
- Review all methods and instruments used in each student project;
- *If using a site to collect data, attach the Site Letter of Support or Permission to this form*
  - *(Students must include a signed letter from the appropriate functionary at each site indicating that they are aware of the plan to conduct a study and what the study entails. Others must include a draft of such a letter.)*
- Monitor each student's projects and inform the IRB immediately if any significant problems arise involving human subjects.
- Questions may be addressed to the IRB Administrator at [irb@coloradomesa.edu](mailto:irb@coloradomesa.edu) or by telephone at (970) 248-1424.

By checking this box, I certify that the information provided in this Waiver of IRB Application for Class Projects is complete and correct. As Principal Investigator on record for this waiver, I understand that I have the primary responsibility for the protection of rights and welfare of human subjects, the responsible conduct of research training, and monitoring of ethical performance of my students' projects.

Printed Name:

Signature:

Date:

Email this form to [irb@coloradomesa.edu](mailto:irb@coloradomesa.edu) and include the syllabus and/or other relevant information.

**FOR IRB OFFICE USE ONLY**

**APPROVED:** The IRB has approved this Waiver of IRB Application for Class Project (WCP)

**NOTES:**

**WCP Number:**

**Reviewer:**

**Date Received:**

**Date Reviewed:**