
SOUTHWESTERN UNIVERSITY
Institutional Review Board For Human Research
Class Project Proposal
(revised 6.1.2013)

Proposal #: (for committee use only)

The form is for instructors to submit to authorize student research that is to be conducted as part of a class project or assignment for credit. Any research that cannot fit within the parameters of this proposal form should be submitted using the *Research Proposal* form.

Instructions: Proposals submitted to the Institutional Review Board for Human Research (IRB) should use the following form. All responses should be entered in bold. All supporting information including instruments and consent forms should be included in this document to create a single file with continuous page numbers (that is, not “attached” as separate documents). Once a proposal number is assigned please label all documents with this number and include this number in the subject line of all e-mail correspondence concerning your proposal.

Please email your proposal to Nancy Schutz at irb@southwestern.edu.

1. Date Submitted:
2. Proposed Date of Assignment or Project Initiation (must be at least 2 weeks after submission date):
3. Project Completion Date:
4. Course Instructor:
5. Students Conducting (If entire class give the course and section numbers):
6. Assignment or Project Title:
7. Description of Research: (describe the course assignment and the types of research projects you would approve)
8. Purpose: Briefly describe the purpose of the assignment (limit to one paragraph).
9. Background: Briefly describe the background for the assignment (limit to one paragraph).
10. Procedures: Describe the research methods or the parameters of the individual or group research projects.

11. Protocol: Briefly describe the research protocol that students will be following. If specific surveys or questionnaires are used, provide sufficient numbers and variety of sample questions so as to give a clear and comprehensive picture of these measures. If research protocols are developed by students then include the parameters within they are instructed to work and the process by which students would get approval from you for their research proposal.
12. Participants:
 - a. Target Population: What are the parameters for who may be asked to participate in the students' research projects?
 - b. Recruitment: What are the parameters for how participants will be solicited, recruited, or contacted?
 - c. Freedom from Coercion. What steps will be taken to ensure that participation in your students' research project is voluntary?
13. Confidentiality/Anonymity: What steps will be taken to be sure that any participants are anonymous or any information is kept confidential?
14. Deception: It is expected that deception should be prohibited in student research projects. How will you make this clear to your students?
15. Sensitive/Personal Information: Student research should not include the collection of sensitive information. How will you make this clear to your students?
16. Offensive/Threatening Material: Participants should not be presented with material that they might consider to be offensive, threatening, or degrading? How will you make this clear to your students?
17. Assessment of Harm/Risk: Will the participants encounter the possibility of psychological (e.g., stress, discomfort, embarrassment), social, physical, or legal risk that exceeds minimal risk? "*Minimal risk*" is defined in the Code of Federal Regulations as 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" (Title 45 Part 46.102). Projects involving greater than minimal risk are not appropriate for this Class Proposal Form and must be submitted for review using the Research Proposal Form.
18. Benefits: What are the anticipated benefits for your students?
19. Assignment: Please provide the full description for this assignment that you will be giving your students, including guidelines that address the kinds of issues that may be encountered in their specific projects, and if relevant, a consent form template (paste below).