Elmhurst University IRB/IACUC
Course-Based Research Checklist

All independent student research projects will be submitted to the IRB prior to data collection. IRB approval be emailed to the student investigator(s), their faculty mentor, and the department chair.

In addition, all research involving animal subjects, even course-based projects, must undergo IACUC review, and all students must be trained in the appropriate CITI (Collaborative Institutional Training Initiative) training modules.

Course-based projects that involve research with human participants are not subject to IRB oversight because these are not typically designed to contribute to generalizable knowledge or lead to broad dissemination, which is the federal regulatory definition of research. Therefore, CITI training modules are not required, but these can be a useful teaching tool. Modules from the standard Social Sciences or Health Sciences training sets may be used with students, or other modules deemed appropriate. CITI training is available from the IRB/IACUC website:
https://www.elmhurst.edu/academics/research/institutional-review-board/

Instructors using course-based projects that involve research with human participants must complete appropriate CITI training, since they will serve as a proxy for the IRB—students complete paperwork related to their research proposal and use standard informed consent and debriefing processes. The goal of the research process in these courses is to provide students with research experience, rather than answer a particular issue in the field. The scope of topics used in these courses is limited to ones with no potential for harm to participants.

Consultation and recordkeeping of all research activities involving human participants are still essential ethical safeguards. In order to avoid creating an unmanageable IRB caseload and unnecessary delays for projects that must be carried out within semester courses, the following checklist should be completed by faculty members and sent to both the IRB and their department chairs, along with the assignment or brief description.

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Instructor/Principal Investigator:

Course Name/Number:

Term:

Brief Description of Project/Assignment:

As the Principal Investigator (PI), I certify the following:

☐ The study design is methodologically and ethically sound, in accordance with federal regulations, Elmhurst University policies, and the standards of my discipline.

☐ All students have been trained in how to ethically and properly carry out the research procedures utilized for this project. I will maintain appropriate oversight and be available to answer questions.

☐ The risk level in the study is minimal (no more than would be encountered in daily life).

☐ Subjects are recruited in a voluntary manner. No one is receiving monetary compensation, but I have considered whether other forms of reciprocity (e.g. sharing resources, findings, or other tokens of gratitude) might be appropriate.

☐ No participants are members of vulnerable groups (e.g., pregnant women, children, prisoners, or persons with cognitive impairments).

☐ Any study materials clearly identify the student researchers, the contact information for the faculty supervisor, the nature of the course requirement, and the persons who have access to the data.

☐ If appropriate, there is an informed consent and a debriefing procedure.

☐ Confidentiality will be protected. Any Identifying information that is collected will be kept separately from the data. Sensitive personal information (e.g., alcohol/drug use, sexual behavior/attitudes, criminal activity, medical history, grades/test scores) may only be gathered from completely anonymous surveys.

☐ The research findings will not be used for any publication or public presentation outside of the classroom.

☐ I will report to the IRB/IACUC any concerns or deviations that may significantly compromise the welfare of human participants.

Research that falls outside of these criteria must be submitted to the Elmhurst University IRB/IACUC for review. Please sign and submit this checklist to irb@elmhurst.edu and your department chair.

Instructor/PI Signature: Date: