DO NOT attempt to complete this application without consulting the instructions located on the IRB website.

1. Course Information

Course number and title:

Department Chair:
Telephone number:
Campus Box:
Augsburg e-mail address:

Course Instructor(s):
Telephone number(s):
Campus Box(es):
Augsburg e-mail address(es):

Describe why conducting a research project needs to be a component in this class:

Check the box that describes the student researchers

☐ All students will complete the same research project
☐ Students will conduct individual research projects
☐ Students will conduct research projects in groups

☐ I have submitted a copy of the classroom assignment

Level of Review:
☐ Exempt Review

2. Research Questions/Hypotheses

Provide the general type of research questions the students may be addressing:
3. Methodology

Check all methods that may be used

☐ analysis of existing data, records, or specimens

Explain the sources and locations:

☐ I have submitted an approval letter granting the class access to the source

Provide an example of a possible study:

(If sole method for the classroom project(s), skip to section #9)

☐ observation of public behavior

Provide an example of a possible study:

(If sole method for the classroom projects, skip to section #9)

☐ interviews/focus groups

Provide an example of a possible study:

☐ surveys

Provide an example of a possible study:

Will students be creating their own survey survey(s)?

☐ Yes

☐ No, answer the following questions

Will permission to use the surveys be obtained before the study begins?

☐ Yes

☐ No, explain why approval will not be needed:

If needed, provide additional information about your methodology:

4. Subject Identification

Describe the subject population, in general, you will be targeting for the research projects:

Do the student researchers or instructor(s) have a relationship to the potential subjects?

☐ Yes, answer the following questions:

Describe the relationship(s):

Could the relationship(s) be considered particularly close

☐ No, explain why it is not a close relationship:

☐ Yes, explain why it is a close relationship and describe the steps taken to mitigate possible coercion:

If needed, provide additional information relevant to subject identification:

5. Recruitment

Check all the ways in which students may recruit subjects

☐ Potential subjects may be recruited in person

Describe how subjects will be recruited with this method including where the in-person recruitment may occur:

☐ Potential subjects may be recruited via some type of posting

Describe how subjects will be recruited with this method, including the specific type of postings:

☐ I swear that I will tell students not to recruit subjects by any other method than those listed

If needed, provide additional information relevant to recruitment:
6. Risk/Benefit Ratio

Benefits
Direct benefits: Will subjects receive a reward/incentive for participating in the research projects
☐ No
☐ Yes, answer the following questions
   Is at least one of the direct benefits course credit or extra credit
      ☐ Yes, identify the course(s):
         ☐ Departmental approval allowing course credit or extra credit for this course is on file with the IRB
      ☐ No, describe the proposed incentive/reward and justify how the proposed incentive/reward is not coercive:
☐ I swear that I will tell students not to provide any direct benefit beyond those listed

Indirect benefits: state the potential benefits to science or society, in general, or to the course objectives (if the direct benefit is course credit or extra credit), as a result of participating in the research projects:

Risks
Check all of the risks of participating in the possible research projects
☐ The student research projects will not involve any risk beyond those listed unless they involve minimal risk or no risk to subjects

Explain how the potential risks to subjects are reasonable in relation to the anticipated benefits:
If needed, provide additional information about the risk/benefit ratio:

7. Protection Procedures

Required precautions (check each one)
☐ Subjects may withdraw from the study at any time
☐ Subjects may skip questions or specific tasks

Direct quotes may be used in the students’ final report
☐ No
☐ Yes, students will use pseudonyms when discussing the person being quoted

☐ Students will be told to adhere to the listed protection procedures

If needed, provide additional information relevant to the protection procedures:
8. INFORMED CONSENT PROCESS

☐ Students to obtain consent, using a subject consent form, before collecting data
☐ Students to adhere to the guidelines outlined by the IRB for creating a subject consent form.
☐ Students to read the consent form to subjects to ensure they received the consent information.

Questions student researchers will ask subjects to assess their understanding of the risks associated with the potential studies and the tasks the subjects will be asked to do

Required questions:
☐ Do you understand that you are free to withdraw from this study at any time?
☐ Do you understand that you may skip any questions or tasks?
☐ Do you have any questions about what you are being asked to do?

☐ I swear that students will be told to ask the required questions

If needed, provide additional information relevant to the informed consent process:

9. CONFIDENTIALITY

☐ I will have access to the raw data and I swear that I will tell students not share the raw data with anyone other than me or other students in the class (if the class is doing one project) or with their group members (if group projects are being used)

The raw data may include identifying information

☐ No
☐ Yes, answer the following questions:
☐ Students will be told to hold the identity of subjects in complete confidence
☐ Students will be told to keep the data in a locked file or a password protected computer, database, or digital storage system during the term and I will do so after the term is over

The raw data may include audio or video recordings

☐ No
☐ Yes, answer the following questions
Will the tapes be transcribed?
☐ No
☐ Yes, and I swear I will tell the students that they are the only ones who can transcribe the tapes

The final report will be disseminated in the class setting in the following ways:

☐ Paper
☐ Oral presentation
☐ Other means of dissemination, describe:

☐ Students will not to disseminate the final report in any manner not listed

If needed, provide additional information relevant to confidentiality: