



**Trine University
Institutional Review Board
Educational Protocols
Application Form 2015 - 2016**

Educational protocols involve projects done by Trine students for a Trine University class. The projects must conform to the following criteria:

- All projects should be Exempt from full committee review (as defined by Federal Guidelines)
- Subjects will not provide and researchers will not keep any identifiers that will link the results back to the participants.
- Projects will not manipulate behavior of the subjects beyond the range of usual classroom activity or college life
- Projects will not involve physically invasive or contact with subjects.

Educational protocols should be turned into the IRB as early as possible during the semester. Educational protocols will be reviewed by the IRB Chair and a committee member as they are submitted to the IRB. Any project that is not consistent with the above criteria should be submitted to the IRB for standard review.

Process for Review of Educational Protocols:

- a) The instructor will submit the Educational Protocol Application to the IRB.
- b) The protocol should be submitted each year the class is offered
- c) The instructor will educate the class on the IRB process and state that they have completed the educational protocol on the student's behalf.
- d) Projects should not be initiated until the educational protocol has been reviewed and approved.
- e) The instructor will be responsible for the oversight of all projects to ensure that ethical standards are followed. The instructor will be responsible for dealing with any ethical violations, and will report such violations to the IRB.
- f) If questions arise concerning educational protocols, the instructor should contact the IRB chair or other committee member for help.



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Date of Application:

Indicate type of review: Exempt Expedited Full

Educational protocols should fit into one of the following categories. Please check all those that apply:

- 1. Normal Educational Practices
- 2. Educational Tests
- 3. Survey and/or Interview Procedures
- 4. Observation
- 5. Secondary use of Data

Instructor Name:

Course Number and Title:

Department and Campus (if not Trine main campus):

Instructor Mailing Address:

Instructor Email Address:

Instructor Telephone:

Dates of Class Projects:

Project Title:

Nature of the Project (Include a brief description of what participants will or may do)

Subjects and Recruitment

Age Range of Subjects:

Number involved:

Recruitment Location:

Risks and Benefits of Participation

Confidentiality of Data

Informed Consent

How will the students gain consent? Will standard consent documentation be used?

When will the student obtain consent? (that day, days or weeks before project starts?)

How will the student assess that the subject understands what he/she is asked to do?

Assurances and Signatures

- The information furnished concerning the procedures to be taken for the protection of human subjects is correct.
- The instructor, to the best of his/her knowledge, is complying with Federal regulations governing human subjects in research.
- The instructor will seek and obtain prior written approval from the Committee for any substantive modification in the proposal, including, but not limited to changes in cooperating investigators, procedures and subject population.
- The instructor and/or student investigator will promptly report in writing to the Committee any unexpected or otherwise significant adverse events that occur in the course of the study.
- The instructor will promptly report in writing to the Committee and to the subjects any significant findings which develop during the course of the study which may affect the risks and benefits to the subjects who participate in the study.
- The research will not be initiated until the IRB provides written approval.
- The term of approval will be for one year. To extend the study beyond that term, a new application must be submitted.
- The research, once approved, is subject to continuing review and approval by the Committee.
- The instructor will comply with all requests from the IRB to report on the status of the study and will maintain records of the research according to IRB guidelines.
- If these conditions are not met, approval of this research may be suspended.

As a faculty member I assume responsibility for ensuring that the student complies with the classroom protocol regarding the use of Human Subjects in this research exercise

Signature of Faculty Member

Date