

**Trine University**

**Institutional Review Board**

**Educational Protocol Application Form**

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)
* Participants 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 participants beyond the range of usual classroom activity or college life
* Projects will not involve physically invasive procedures or contact with participants.
* Data from projects cannot be published, presented, or otherwise used outside the classroom.

**An educational protocol form is not needed for projects that are intended to teach research methods and for which that data will not be used beyond the project/assignment for teaching methods.**

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**

1. The instructor will submit the Educational Protocol Application to the IRB.
2. The protocol should be submitted each year the class is offered.
3. The instructor will educate the class on the IRB process and state that they have completed the educational protocol on the student’s behalf.
4. Projects should not be initiated until the educational protocol has been reviewed and approved.
5. 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.
6. If questions arise concerning educational protocols, the instructor should contact the IRB chair or other committee member for help.

**Application Submission**

* Submit your application electronically to IRBnet . Accompanying materials (consent forms, surveys, interview questions, recruiting materials, etc.) maybe submitted as PDF, .docx or .doc files.
* Investigators and advisors will electronically sign the application for review in IRBnet.



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**Date of Application:** Click here to enter a date.

**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. Use of Existing Data or Specimens

**APPLICANT INFORMATION**

**Instructor Name:** Instructor Name

**Course Number and Title:** Course # and Title

**Department and Campus (if not Trine main campus):** Department & Campus

**Instructor Mailing Address:** Instructor Mailing Address

**Instructor Email Address:** Instructor Email Address

**Instructor Telephone:** Instructor Telephone #

**PROJECT INFORMATION**

**Dates of Class Projects:** Project Start DateProject End Date

**Project Title:** Project Title

**Nature of the Project** (Include a brief description of what participants will do and how the data will be used)

Project Description

**Participants and Recruitment**

Age Range of Participants: Participant Age Range

Number Involved: # of Participants

Recruitment Location: Recruitment Location

**Risks and Benefits of Participation**

What are the risks to the participants in the research?

Risks to Participants

What, if any, are the benefits to the participants?

Benefits to Participants

What are the benefits of the project to the student researchers or other parties?

Benefits to Researchers or Other Parties

How do the benefits of the project outweigh any risks?

Risks to Benefits Ratio

**Confidentiality of Data**

Who will have access to the data collected?

Access to Data

Where will the data be stored?

Data Storage

When will the data be destroyed?

Data Destruction

**Informed Consent**

How will the student(s) gain consent? Will standard consent documentation be used?

Consent Procedures

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

Consent Timing

How will the student(s) assess that the participant understands what he/she is asked to do?

Participant Understanding

**ASSURANCES**

By submitting the IRBnet package, I certify that:

* The information furnished concerning the procedures to be taken for the protection of human participants is correct.
* The instructor, to the best of his/her knowledge, is complying with Federal regulations governing human participants 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 participant 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 participants any significant findings which develop during the course of the study which may affect the risks and benefits to the participants 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 Participants in this research exercise.