

IRB PROCEDURE STATEMENT

Procedure: Guidelines for Class Research Projects

Procedure ID: 2002-03

Effective: October 2, 2002

Revised: January 17, 2019; May 2022

A. Background

Bowling Green State University's Institutional Review Board (IRB) recognizes that many instructors require projects that involve research with human participants to fulfill course requirements. If a project meets the Federal definitions of "research" [45 CFR 46.102(l)] **AND** "human subject" [45 CFR 46.102 (e)(1)], the project must be reviewed by the IRB.

Pilot studies require IRB review. Therefore, if the project has the potential to become a thesis or dissertation project, the project must be reviewed and approved by the IRB prior to beginning work.

Examples of projects that do not need IRB approval are:

- Evaluations of various programs for which the results will be used to make improvements to the program in question.
- Projects that are designed to teach students how to do research (e.g., in research methods courses). However, participants must be informed that the purpose of the work is to learn how to do research.
- Observation of public behavior where the observer does not actively manipulate others or the environment in any way.
- Observations of classroom behavior or behavior in a natural learning environment for purposes of evaluation or for learning about teaching and learning.

Even though IRB approval may not be required for some class projects, ethical considerations require that potential participants be informed regarding the purpose of the project and how data will be used and/or disseminated. The instructor is responsible to familiarize students with these considerations. Data collected for class projects (samples given above) are not to be used in research publications or for distribution to audiences beyond the classroom.

B. Definitions

Research, as defined by United States Department of Health and Human Services (HHS) *Subpart A - Basic HHS Policy for Protection of Human Research Subjects* at 45 CFR 46.102(l), is "a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge."

A **human subject**, as defined by HHS *Subpart A - Basic HHS Policy for Protection of*

Human Research Subjects at 45 CFR 46.102(e)(1), “means a living individual about whom an investigator (whether professional or student) conducting research: (i) obtains information or biospecimens through intervention or interaction with the individual, and uses, studies, or analyzes the information or biospecimens; or (ii) obtains, uses, studies, or analyzes, the information or biospecimens; or (iii) obtains, uses, studies, analyzes, or generates identifiable private information or identifiable biospecimens.”

C. Procedure

1. If there is any question as to whether a class project or set of class projects should be reviewed by the IRB, please contact the Institutional Review Board office at 419-372-7716 or irb@bgsu.edu for assistance.
2. A formal determination as to whether the project requires IRB approval can only be made via submission and review of the **Review Determination Form** available on IRBNet.org under Forms and Templates.
3. If IRB review and approval is required, the review procedures for an IRB Application Form and project documents for an Exempt, Expedited or Full Board Review must be followed.