**OVERVIEW**

The TTU Institutional Review Board (IRB) is federally-mandated to review studies involving human subjects (i.e., living people) that fall within the DHHS definition of “research,” i.e., a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.”

This form is intended only to provide departments/units with guidance and a possible oversight strategy for ***internally*** monitoring student activities involving human subjects that do not meet this definition of research. In particular, the TTU IRB has provided two categories of student activities that might seem to be research but do not meet the DHHS definition: (1) Classroom Projects and (2) Student Activities.

**DEFINITIONS**

***The Classroom Project*** is a class project of significant length and scope that is included in the course syllabus. It might involve systematic data collection and analysis and might be referred to as “research,” but does not meet the DHHS definition of “research,” as it is not intended to contribute to generalizable knowledge. The purpose of the “classroom project” is to function as a learning tool designed to facilitate the student’s mastery of research theory and practice. The purpose is NOT to “develop or contribute to generalizable knowledge,” which places it outside of the definition of "research." Results of the “classroom project” may not be presented outside of the department in which the activity takes place, including publication, inclusion in theses, dissertations, or presentations in public fora.

***The Student Assignment*** is a required out-of-class activity involving interviews or surveys and is one component of many in a given course. The assignment is completed and submitted for a grade in the course. It is not typically a systematic investigation, and it is not designed to contribute to generalizable knowledge. Results of the “student assignment” may not be presented outside of the department in which the activity takes place, including publication, inclusion in theses, dissertations, or presentations in public fora.

**DIRECTIONS**

*This is not a formal document. Therefore, please feel free to modify or adapt it to your classroom and/or department/unit needs!*

1. Complete this form with information regarding the proposed activity.

2. Submit this form to the designated Departmental Reviewer within the department for internal approval and signatures.

3. Retain this document, approved by the Departmental Reviewer, in the academic department/unit, according to departmental or unit procedures.

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Department:

Course

Instructor’s Name

Title of Project:

Semester(s) of Project Activity:

Name(s) of Students Participating in Project:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Additional Student Investigator(s):

Brief description of project:

To qualify as a Classroom Project or Student Assignment, this project must satisfy EACH of the conditions listed below. Check the item only if it accurately describes the conduct of this project:

* Results or data from this project will NOT be disseminated in any form beyond this department in which the activity takes place, including publication, inclusion in theses, dissertations, or presentations in public fora.
* This project is NOT intended to generate or contribute to “generalizable knowledge” in any field of study.
* The purpose of this project is to function as a learning tool to facilitate the student’s mastery of research theory or practice, or to introduce the student to the principles and practice of research with human subjects.
* ***NOTE:*** *If any of these three boxes* ***cannot*** *be honestly selected, the project might meet the DHHS definition of research. Consult with your Departmental Reviewer to determine the classification of the project.*

Select all of the following that apply:

* The project will involve people younger than 18 years of age outside of a standard educational setting.
* The project will involve members of “[vulnerable populations](https://www.tntech.edu/research/committees/humansubjects/definitions.php),” as defined by DHHS.
* Participants in this project will be subjected to more than [minimal risk](https://www.tntech.edu/research/committees/humansubjects/definitions.php).
* Participants this project will be engaging in illegal activities.
* Investigators in this project will solicit or collect sensitive private information from participants.
* This project will involve deception of participants.
* Video recording or photography of participants will be used in this project.
* Audio recordings of participants will be used in this project.

Explain the steps taken to ensure participants are treated ethically, which should include but not limited to the process for obtaining informed consent, guarantee of voluntariness, confidentiality, and protection of the data.

* The information shown on this form describes this project completely and accurately.
* Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty supervisor or instructor

* Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* This project has been approved as a Classroom Project or Student Assignment.
* Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  1. Authorized representative of Departmental Review Committee
* Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + - 1. Department Chair
* Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_