

Class Research Assignments Guidelines Instructor Form

This form does not pertain to students conducting research for independent study, theses, dissertations, articles, publications, or presentations outside the research class.

For these exempt class assignments, the instructor serves as the Principal Investigator and the students serve as research assistants.

**Note**: Recruitment of participants outside the research class requires a complete, formal IRB application with either the instructor or student as the Principal Investigator.

The ***secondary analysis*** of de-identified, non-restricted public data or a data set developed/provided by the instructor, content analysis of articles/published speeches/public web sites (not FB, Twitter, etc.), surveys distributed within the research class, and focus groups within the research class would be covered by this form. ***Observation*** of public behavior with no interaction or intervention by the researcher would also be covered.

The instructor may choose to have the students complete the IRB application so that he/she can make sure the student understands the process and can spot times when the student is going beyond the limits of this class research exempt status.

**Section 1**. Provide the requested information on the instructor and chair.

**Section 2.** Provide the requested class name and enrollment.

**Section 3**. Provide the estimated project dates; note that a continuation form is to be submitted before the end of the approval date to continue the project for a second or third year.

**Section 4.** Indicate the date of CITI training for the instructor and provide a list of student names with titles of projects and dates of CITI completion.

**Section 5.** Check the appropriate box.

**Section 6.** Please answer the questions completely and provide the requested documents including a copy of the syllabus that describes the assignments.

**Section 7.** Please provide the appropriate signatures.