**CLASS PROJECTS**

Class projects are generally conducted for educational purposes and not as research. While some may require submission of an IRB application or a determination that IRB approval, many class projects do not require an IRB application. Instructors and departments are encouraged to contact the IRB for guidance about ways to handle topics such as privacy, confidentiality, informed consent, and professional ethics when class projects are part of the course syllabus.

The IRB can provide information on managing risks of deductive disclosure, coercion-free recruiting, informed consent, and special considerations for projects that include potentially vulnerable individuals. These issues may still remain even when IRB approval is not required, in which case instructors, advisors, departments and schools play an even greater role in providing the appropriate guidance and oversight.

The following scenarios indicate when class projects REQUIRE an IRB application.

**Scenario when a class project or Practicum REQUIRES an IRB application:**

1. *CLASS PROJECTS or PRACTICA that involve direct interaction or secondary analyses of private identifiable data and are undertaken as both an educational experience and as research (e.g., results of these activities will be presented publicly [classroom, undergraduate or graduate research events] or otherwise disseminated, or the data will be stored and used by the students or others as research data).* 
   1. *Submission Tip: Such projects may be very similar to one another. For example, each student may interview one or more persons for a group of oral histories, or conduct telephone surveys as part of a yearly poll, but all in the class follow the same general script or guidelines. If class projects follow different protocols, a table or chart can describe these more individualized activities, under the umbrella of a single IRB application (here insert URL for IRB application). IRB approval required. When there are several students in a class doing similar projects, a single IRB application may be submitted by the course instructor as PI, listing all students who will be involved. If projects vary greatly, then it may be preferable to submit individual IRB applications with the student(s) as co-PI. Taking into account the sensitivity of the information to be collected, the instructor can require that students complete the CITI online course, or the instructor may provide comparable training, with the approval of the IRB.*

**Scenarios when a class project or Practicum DOES NOT REQUIRE an IRB application:**

1. CLASS PROJECTS or PRACTICA that involve direct interaction (e.g., in person, via mail, email, web surveys, or telephone), but where the purpose is training, an educational exercise or professional development, and **is NOT for a Research Course**. The project or practicum is not considered “research” under IRB rules even if students ask people questions as part of learning how to conduct interviews or surveys, take histories, administer assessments, or perform “in-house” evaluations as requested by the practicum site. **Exception**: If a student decides after the completion of a practicum activity to pursue additional activities with the same information for a master’s project or paper, then an IRB application describing research use of secondary data should be submitted for approval, as above. Please note that class instructor and department are responsible for providing the necessary training in respecting the privacy of the individuals and the confidentiality of any resulting information, along with training in the relevant professional ethics. Instructor provides information about the assignment for the students to distribute to people who participate in these class projects. List the instructor as the appropriate contact person should questions arise.
2. CLASS PROJECTS involving secondary data analyses that are assigned and conducted as educational exercises, using data that are either publicly available data, de-identified or otherwise impossible to be linked to personal identities. **No IRB action required (neither approval nor determination of human research status).**
3. CLASS PROJECTS involving secondary data analyses that are assigned and conducted as educational exercises, and that use datasets that include private information and codes that link to identifiers, but the students do not have access to the identifiers. **No IRB action required (neither approval nor determination of human research status).** *Class instructor and department are responsible for providing the necessary training in respecting the confidentiality of the data.*