OKLAHOMA CHRISTIAN UNIVERSITY

INSTITUTIONAL REVIEW BOARD (OC IRB)

DIRECTIONS FOR STUDENT PROJECTS INVOLVING HUMAN SUBJECT RESEARCH

March 25, 2017

**First**, contact the Chair of the OC IRB (irb@oc.edu) and provide a description of the research project you are planning.  This will help him arrive at recommendations for a proposal to the OC IRB that you will need to prepare.

**Second**, go to the OC IRB website (www.oc.edu/academics/irb/) and review the IRB guidance documents.

The document entitled "OC Procedures for the Review of Human Subjects Research" has specific information for students in section III.  Researcher Procedures, D.  Research Practica. It reads as follows:

*“D. Research Practica: This involves classroom research activities designed to provide instruction or training in research methods. Faculty members often assign Research Practica as student projects in order to demonstrate research methods, techniques, and strategies. Research Practica can include student class projects conducted under faculty supervision or other “hands-on” classroom activities. Because of the participation of others and the collection of data, such activities are best treated as human subject research (HSR). Even though the data gained may be used solely to demonstrate the ability to perform a particular research method, all researchers must still adhere to University procedure.*

*The “lead” faculty member is the responsible project investigator. Thus, the faculty member must act as the lead researcher and ensure that all student researchers comply with applicable laws and this procedure. Where possible and appropriate, student projects should be designed to meet an exemption under the applicable law (e.g., surveys of anonymous human subjects with no linking identifier from data to the human subject, or limiting survey data to non- sensitive topics with no other risk [see IV.B.(2)(i)§(ii)]). If an instructor agrees to award extra credit for student participation as human subjects of research, an alternate means of earning equivalent extra credit for an equivalent commitment of effort should be made available to students. Any faculty member who uses human subjects in a research practicum or student project must apply for review and approval by the IRB.”*

     Also, there is a question and answer from the document entitled "Frequently Asked Questions" that gives guidance to students and their mentoring faculty members. It reads as follows”

*"Are classroom student research activities considered human subject research? Student class projects involving human subjects conducted under faculty supervision that are intended to provide instruction or training in research methods are best treated as human subject research (HSR), because of the participation of others and the collection of data.  The faculty member is the responsible project investigator.  Where possible and appropriate, student projects should be designed to meet an exemption (such as using anonymous human subjects or limiting survey data to non-sensitive topics with no other risk).  Any faculty member who uses human subjects in a research practicum or student project must apply for review and approval by the IRB.”*

**Third**, to initiate a request to the OC IRB to review your research proposal:

(1)  If your research meets an exemption, as explained in the above guidance documents, complete Appendix 1—Application for Exempt Research. If your research does not meet an exemption, complete Appendix 2--Human Subject Research Review Application Form.  In either case, your faculty mentor or advisor will be the "Responsible Project Investigator".  You and any other student researchers will be the "Investigators".

(2)  In most cases, you should complete Appendix 7--Request for Waiver of Consent.  This will allow the IRB to waive the requirement for signed Informed Consent forms from all the subjects.  Even if a waiver of consent is granted, you will need to provide subjects with an informed consent sheet (written summary/notification document) about the research.  Since the only record linking the subject and the research would be the consent document itself, and since the research presents no more than minimal risk of harm to subjects, the IRB can waive the requirement to obtain a signed consent form from all subjects.  The informed consent sheet basically has all the information provided on the Informed Consent form except the subject signature is not required and the subject keeps the informed consent sheet.

You should submit your forms to the Chair of the OC IRB electronically as attachments to an email.  Each of the appendices is written in a way that explains the information that is required.  If questions arise as you go through the appendices, contact the Chair and he will explain.  Also, after you complete the first draft of the forms and you have gotten your faculty advisor to review and approve them (with scanned signature), the Chair is happy to review them for you and suggest changes before you formally submit them to the IRB.  After you submit all the required information, and respond adequately to any concerns or questions of the IRB, approval will be given for you to begin collecting data.  Usually it takes two to three weeks for this entire process to be completed during the fall and spring semesters, longer at other times of the year.

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