The IRB has developed this form for use when each student in a class is required to conduct the same project where interaction with human participants will occur. The form was created in an effort to become aware of class projects that could potentially be considered research.

By identifying the work as a class project the following must apply now and in the future:
1. The results and data will not be made available to the public.
2. The results and data will not be disseminated to any professional journal.
3. The results and data will not be presented at any conference, poster session, or public presentation.

IF ANY OF THE ABOVE IS NOT TRUE, STUDENTS SHOULD SUBMIT THE NEW PROTOCOL APPLICATION FORM INSTEAD OF THIS FORM.

PROFESSOR/INSTRUCTOR INFORMATION

Instructor Name: 
Title: 
Department: 
Campus Address: 
Phone #: 
Fax #: 
Email: 

Rank (Check all that apply):  
Administrator  
Faculty  
Staff 

Anticipated start date of project: 

*Students completing class projects are NOT required to complete the human subjects training as described in the Shaw University Research Investigator’s Manual. HOWEVER, the exercise would be beneficial to any student who will be interacting with human volunteers. If you are requiring your students to complete the training identify them in the chart below. Attach an additional sheet if necessary.

Name of Personnel Member (also list credentials - PhD, etc.)  Role in Study  Affiliated w/Shaw?  Training Certificate Attached?

Professor/Instructor  Yes  No  Yes  No

Student  Yes  No  Yes  No

Student  Yes  No  Yes  No 

Student  Yes  No  Yes  No

Student  Yes  No  Yes  No

Student  Yes  No  Yes  No

Student  Yes  No  Yes  No

Student  Yes  No  Yes  No

Student  Yes  No  Yes  No

Student  Yes  No  Yes  No

For IRB Use Only

Final Review/Determination Received:  Exempt category _____

IRB Chair Signature: ___________________________  Date Approved: ___________________________

Expires: ___________________________
**PROJECT INFORMATION**

Will questions about any of the following topics be asked in your project? (check all that apply):

- [ ] Drug or alcohol use  
- [ ] Illegal behavior  
- [ ] Pregnancy  
- [ ] Sexual behavior

Please answer the following questions in narrative format.

1. Describe your purpose, hypotheses, and methodology you will use.

2. Describe your participants (inclusion/exclusion criteria, age range, sex, number of participants).

3. Describe your method of recruitment.

4. Will existing data or datasets be used? If yes, identify the source and explain if personal identifiers will be used.

**PROFESSOR/INSTRUCTOR ASSURANCE**

My signature testifies that I have read and understand the Shaw University Research Investigator’s Manual. I assure the IRB that all procedures will be conducted as I have stated in this application. Any modifications to the methodology will be submitted to the IRB for approval prior to implementation. All students listed in this application are under my direct supervision.

Professor/Instructor Signature _________________________________ Date ____________

The following items should be submitted to the Shaw University IRB to complete your application:

- [ ] New Class Project Application Form  
- [ ] Recruitment materials (e.g. posters, flyers, letters, email text, newspaper text, radio scripts…)
- [ ] Data collection instruments (e.g. surveys/questionnaires)  
- [ ] Focus group questions  
- [ ] Human subjects training certificates for all research personnel (if required)

Submit the following number of complete applications:

- [ ] Original + 1 copy of application and all attachments

Submit directly to:

Shaw University IRB  
IHSCR, Room 207  
118 E. South Street  
Raleigh, NC 27601