

**Policy on Classroom Projects Involving Human Participants**  
**Institutional Review Board**  
**University of Tampa**

Many courses include a class project that involves interaction with humans. Some of these projects may involve IRB approval, but many will not. Use this guide to determine if your students' projects require IRB approval of the individual projects.

If the instructor can answer, "Yes" to the following four questions, then the individual projects do not require IRB approval, but still require approval of the instructor:

- 1) The project does not involve "research," as understood by the Department of Health and Human Services (that is, it does not result in generalizable knowledge that would be acceptable for scholarly presentation or publication outside of the University of Tampa)
- 2) The main purpose of the assignment is to learn the research process, with the project having a limited scope and sample size
- 3) The project will not ask for any sensitive information (e.g., drug or alcohol use, sexual activity, or illegal behavior)
- 4) The risk to the participant is at the same level as it would be for "exempt" research, with a matching level of confidentiality afforded to the collected data

Note that presentation at any of the local UT college research conferences does not constitute as an outside presentation.

If your classroom project meets the above criteria, then your students do not have to submit IRB proposals directly to the IRB for approval. Instead, the following protocol is followed:

- 1) The instructor will submit a Faculty Report of Classroom Project form to the IRB via Submittable (see [ut.edu/irb](http://ut.edu/irb) for the form). Only one form per class is needed (that is the same form covers all students). The chair of the IRB will acknowledge its receipt
  - a. The IRB chair will ensure that the instructor has undergone the CITI training
- 2) Instructors will then maintain their own oversight of the projects done by their students
  - a. Instructors will ensure that their students have the appropriate knowledge within the discipline in order to conduct the project in an ethical manner
    - i. Depending on the discipline, students might use informed consents, debriefing sheets, or other aspects of ethical treatment of participants.
    - ii. The CITI training is available for all students on campus as well
  - b. The IRB strongly encourages instructors to have their students use the MS-Word version of the IRB proposal, with the instructor providing feedback to the students in the context of that proposal.

If your classroom project does NOT meet the all four criteria, then each student project must submit a form to the IRB for approval. For this, the following protocol is followed:

- 1) The instructor should make an assessment to the readiness and completeness of the form.
- 2) Students then submit the form to the IRB, using the Submittable form (see [ut.edu/irb](http://ut.edu/irb)).