**Student Classroom Research Project Application 1**

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| **STUDENT’S NAME** | **COURSE** |  |
| **INSTRUCTOR** | **DATE** |  |
| **PROJECT TITLE** |  |  |

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| **1.    PROJECT DESCRIPTION**(give purpose, research design, and general overview of study) |
| **2.    RESEARCH PROCEDURES**(Describe what participants will be asked to do, the procedures to be used to collect and analyze information/data, and any debriefing and feedback procedures to be used. Informed consent must be obtained from all participants.) |
| **3.    MATERIALS**(describe all informal or formal instruments that will be given) |
| 1.       **INTERVIEW PROTOCOL**(list questions and write what you will say to introduce your project) |
| **5.    CONFIDENTIALITY/ANONYMITY**(say how you will either eliminate your knowledge of individual results or protect individual results from others; e.g., by using aggregate data, pseudonyms, procedures for removing all traceable identifiers from data, sealed envelopes, etc.) |
| **6.    Please describe all possible risks to participants.** |
| 1.       **CERTIFICATIONS**(initial in the box beside each of the following statements to indicate compliance):   |  |  |  | | --- | --- | --- | |  |  | **I have successfully completed the citiprogram.org online training on Human Subjects Research**  **Titled “Social & Behavioral Research – Basic/Refresher” and a copy of my certificate is attached.** | |  |  | **My study will involve only voluntary participants.** | |  |  | **My study will involve only “minimal risk.” 2** | |  |  | **My study is NOT part of an Honors/Master’s Thesis or Doctoral Dissertation.** | |  |  | **My study will not include minors or vulnerable populations as defined by Title 45 CFR, Part 46.** | |  |  | **I will NOT publish results of this project or present them at a professional meeting.** | |  |  | **I will obtain informed consent from all participants.** | |  |  | **I will obtain authorization and follow all policies from every institution involved in this project.** | |

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| **STUDENT’S SIGNATURE** | **DATE** |
| **INSTRUCTOR’S SIGNATURE** | **DATE** |

**The Instructor must keep this application on file for a period of three calendar years, in compliance with federal regulations.**

**1** See ***Policy and Procedures for Waiver of IRB Application for Classroom Research Projects*** [go to <https://research.nmsu.edu/CAE/sub/IRB/Policies-Procedures.html> ].

**2** “Minimal risk” is when “the probability and magnitude of harm or discomfort in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests.”   [45 CFR 46.102(j)]

**3** The IRB requires consent for interview research and observation research when individuals are targeted as subjects.  Phone interviewers should use a phone script to obtain verbal consent.  Mailed surveys should be accompanied by a cover letter that contains all the necessary information for informed consent.  See sample consent and assent forms for class projects.