Faculty person initiates process by logging in to online program

Question 1: Will all students be completing the same research project?

YES: faculty completes the rest of the form and receives an email based on graphic 1

NO: a link to the student form is provided to the faculty person to distribute to students.

Students complete the form and receive and email based on graphic 1

Are the risks more than minimal?

Are vulnerable populations targeted for inclusion?

Are children involved for procedures other than research on established educational practices?

Does the project deal with sensitive material?

Is deception involved?

Will you be submitting data for publication (beyond KSU)?

Will you be video or audio taping for a purpose other than transcription?

Is the study being conducted for a thesis or dissertation?

YES to any

Does not qualify as a class project, submit a level I or II/III application or consider revising methods to qualify as a class project.

Qualifies as a class project.

Graphic 1
Class Projects (faculty)

You have unlocked your survey. When you have finished editing, please lock your survey again.
Minimal Risk, Class Projects Form

This form is only to be completed by faculty.

Minimal risk, class projects are projects related to work that involves human participants and is being completed solely for the purpose of fulfilling a class assignment and the results of the study are not to be shared outside of the class setting.

In order to obtain approval as a class project your project must meet the definition of minimal risk. This online form will walk you through the conditions that must be met to qualify as a minimal risk, class project.

Minimal risk is defined as the probability and magnitude for harm or discomforts anticipated in the research are not greater in and of themselves than those ordinarily encounter in daily life or during the performance of routine physical or psychological examinations or tests.

This form may only be completed and submitted by the course instructor and will result in one of three determinations.

1. Approval
2. Requirement for the submission of an exempt’level I or level II/III form
3. Student form required (if each student or student group is completing a unique research project)

***For the purposes of this form, "project" refers to the research that is to be conducted.***

The class/course instructor is the Principal Investigator and is responsible for the conduct of the research activities and ensuring that all students are properly trained. All students working on class projects must complete the CITI students conducting minimal risk research module.

This form is not reviewed by the IRB or Office of Research Compliance. If you have questions, or need assistance, please contact us at researchcompliance@kent.edu.

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Course number and project title

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Will all of the students be completing the same "research" project?

- Yes
- No

Condition: No Is Selected. Skip To: You indicated that each student (or s...
Q13
Are the risks of the project more than minimal?

Minimal risk is refined as the probability and magnitude for harm or discomforts anticipated 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.

- Yes
- No

Condition: Yes Is Selected. Skip To: This project DOES NOT meet the Kent S....
Condition: No Is Selected. Skip To: The following eight questions are des....

Q2
The following eight questions are designed to verify that your project meets the IRB’s definition of a minimal risk, class project. A yes answer to any of the following eight questions will result in a determination that the project does not meet the IRB’s definition of a class project.

What should I do if I find in the course of answering the questions that my project does not meet the class project definition. You are free to pausing the survey, revise your project procedures so that they meet the definition, and then resume the survey. Alternatively, you can visit our forms page and complete a Level I or Level II/III form.

Are vulnerable populations involved?

- Yes
- No

Condition: Yes Is Selected. Skip To: This project DOES NOT meet the Kent S....
Q3. Are children involved for procedures other than research on established educational practices?

- [ ] Yes
- [ ] No

If your project involves research on educational practices and includes access to children please be aware that you must ensure that your project is conducted in accord with the University minor’s policy (https://www.kent.edu/compliance/campus-activities-involving-minors). Additionally, the IRB requires that you obtain a letter of support from the school principal or superintendent prior to recruitment. This letter must be stored in the instructor’s research or course files.

Condition: Yes Is Selected. Skip To: This project DOES NOT meet the Kent S....

Condition: No Is Selected. Skip To: Do the projects deal with sensitive s....

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Q5. Do the projects deal with sensitive subjects?

- [ ] Yes
- [ ] No

Condition: Yes Is Selected. Skip To: This project DOES NOT meet the Kent S....

Condition: No Is Selected. Skip To: Is deception involved?.
Q6  Is deception involved?
   - Yes
   - No

Condition: Yes Is Selected. Skip To: This project DOES NOT meet the Kent S....
Condition: No Is Selected. Skip To: Will you be submitting data for public....

Page Break

Q7  Will you be submitting data for publication or presentation?
   - Yes
   - No

Condition: Yes Is Selected. Skip To: This project DOES NOT meet the Kent S....
Condition: Yes Is Selected. Skip To: Will you be videotaping?.
Condition: Yes Is Selected. Skip To: When do you plan to begin your data collect....
Condition: No Is Selected. Skip To: Will you be audio taping for purposes....

Page Break

Q8  Will you be videotaping?
   - Yes
   - No

Condition: Yes Is Selected. Skip To: This project DOES NOT meet the Kent S....
Condition: No Is Selected. Skip To: Will you be audio taping for purposes....
Q9  Will you be audio taping for purposes other than transcription?

- Yes
- No

Condition: Yes Is Selected. Skip To: This project DOES NOT meet the Kent S....

Q10  Is this being conducted for a thesis or dissertation?

- Yes
- No

Condition: Yes Is Selected. Skip To: This project DOES NOT meet the Kent S....

Condition: No Is Selected. Skip To: We are pleased to inform you that you....
We are pleased to inform you that your project meets the Kent State University IRB's parameters for a class project.

As the class instructor, you are the Principal Investigator and are responsible for the conduct of the research and training of students conducting research procedures.

This approval is effective for one year. If this project is to continue beyond one year or is to be replicated by other classes, you must resubmit this form.

Please contact us at researchcompliance@kent.edu if you have any questions.

You will receive this determination via email. You must store this email in your class/research files.

The email will include a consent form template that is specifically designed for class projects, should you wish to use it to help develop your class project consent form.

The IRB and Office of Research Compliance does not receive a copy of this determination. We will only be able to reference your project (if necessary) by using your flashline ID and Project Title.

YOU MUST CLICK THE NEXT BUTTON BELOW TO RECEIVE YOUR EMAIL DETERMINATION.

You indicated that each student (or student group) will be completing a unique "research" project. This means that each student must complete their own determination. Please forward the email you will receive to each student so they can obtain a determination. This determination must be stored in the instructor's class/research files.

The class instructor is the Principal Investigator and is responsible for the conduct and oversight of the research and training of students conducting research procedures, and ensuring that each student (or student group) properly obtains a determination.

The IRB and Office of Research Compliance does not receive a copy of this determination. We will only be able to reference the project (if necessary) by using the student flashline ID and Project Title.

YOU MUST CLICK THE NEXT BUTTON BELOW TO RECEIVE YOUR EMAIL DETERMINATION.
This project DOES NOT meet the Kent State University IRB's parameters for a class project.

What are my options:
- You must submit and receive the approval of a Level I or Level II/III form if you do not want to change the project.
- You can choose to discontinue the project as it is currently intended to be conducted and revise the methods so that it meets the minimal risk definition and seek another determination.

You will receive an email with a unique identifying number. Please read this email carefully, it will describe what steps you need to take next. You do not need to refer to this number when submitting your application for IRB approval. Please store it in your research files.

The IRB and Office of Research Compliance does not receive a copy of this determination. We will only be able to reference your project (if necessary) by using your flashline ID and Project Title.

YOU MUST CLICK THE NEXT BUTTON BELOW TO RECEIVE YOUR EMAIL DETERMINATION.

Condition: This project DOES NOT meet ... Is Displayed, Skip To: End of Survey.