

Form for Certification of Course Research Projects
Institutional Review Board
Drake University

I am familiar with the published policies of the Institutional Review Board for the Protection of Human Subjects at Drake University and have completed the on-line tutorial at <http://phrp.nihtraining.com/> and any training provided by Drake University Institutional Review Board. These policies regarding the utilization of human subjects in research will be reviewed with all students enrolled in this course prior to the beginning of all research projects. I will exercise reasonable and customary instructional supervision in an attempt to ensure student compliance with the policies for the protection of human subjects at Drake University.

Signature Field Date:

Please provide the following information:

Name of Instructor:

Department:

1. Course Number and Title:

2. Have you previously requested certification for this course? (Check one)

a. Yes No

3. If your answer to number 2 above was YES, please specify the date on which

this course was previously certified:

NOTE: A course certification is valid only for the instructor actually making the request and only for a period of one year. If another instructor is teaching the same course, she/he must apply for and receive separate certification for the course. This request must be submitted to the Institutional Review Board by the end of the first week of the semester in which the course is taught.

Do Not Write Below This Line

Date of Certification Expiration: _____

General requirements for student proposals

- Overview of the project
 - i. Purpose
 - ii. Rationale/significance
 - iii. Description of general research strategy and design
- Participants
 - i. Who (general sample/population information, not by name)
 - ii. Criteria for selection
 - iii. How selected, e.g. volunteer or recruitment strategies
 - iv. Risk factors for participants (be specific)
- Data collection methods
 - i. Specific steps to gather data
 - ii. Instrumentation
 - iii. How data will be recorded (describe steps for confidentiality)
 - iv. Secure data storage
 - v. Destruction of raw data
- Consent
 - i. Describe the consent process
 - 1. How will study be explained to participants
 - 2. Implicit or explicit consent
 - ii. If explicit consent is obtained, submit a copy of consent form which should include:
 - 1. Identifying as a project through Drake University
 - 2. Outline data collection procedures
 - 3. Confidentiality
 - 4. Rights of the participant, e.g. to withdraw at any time with no penalty, what will happen with their data if they choose to withdraw, etc.
 - 5. Risks to the participant
 - 6. Provide IRB contact information and researcher's contact information
 - 7. Date
 - 8. Signature line(s)