

# HUNTER COLLEGE

INSTITUTIONAL REVIEW BOARD (IRB) FOR THE PROTECTION OF HUMAN SUBJECTS  
 OFFICE OF RESEARCH ADMINISTRATION  
 695 PARK AVENUE, ROOM E1426  
 NEW YORK, NY 10021  
 PHONE (212) 650-3053 ♦ FAX (212) 650-3055  
[www.hunter.cuny.edu/irb](http://www.hunter.cuny.edu/irb)

## IRB REGISTRATION OF CLASSROOM PRACTICA

Courses in research methods or class assignments that involve research with human subjects should be registered with the IRB. This form is to be used for classroom exercises in which students will be engaged in the process of learning research techniques only. Research practica are designed to give students an opportunity to practice various research methods such as interviews, observations, survey techniques, measurements of behavior (e.g., reaction time, speech, problem solving) as well as data analysis. While the class exercise may not fit the standard definition of research in the sense that the results are not intended for publication or for generalization to other situations, the potential for risks to subjects who participate in research class exercises requires that the protocol be registered.

- Student research practica may not involve the collection of data from vulnerable subjects: children, prisoners or mentally ill individuals without separate IRB approval.
- Student research practica may not collect information regarding illegal activities; information that could cause emotional distress to subjects; information which would place the student at risk; or conduct research which would put the subject at risk if confidentiality were breached.
- Student research practica may not collect identifying data (no names, social security numbers or other codes that can be identified or be linked to subjects may be collected). The projects will not use or disclose health related information.
- All doctoral dissertation, masters theses and CUNY Honors research projects **cannot be** registered and must be reviewed by the IRB. Applications forms for the review process are available on our website.

Any classroom activities/student projects which do not meet these criteria require IRB review. You must complete an IRB protocol for the course project learning activities as a whole. **These require review and IRB approval before proceeding.**

This attached certification form must be completed each semester for each course involving student practice. As a matter of professional responsibility the faculty member is certifying that the practica meet the standards listed. This form constitutes registration of the project. You will receive a notification of receipt if you have attached and completed all documents.

### FACULTY MEMBER INFORMATION

<b>NAME</b>	
<b>E-MAIL ADDRESS</b>	
<b>DEPARTMENT</b>	

### CLASS INFORMATION

<b>SEMESTER</b>	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	_____ YEAR	<b>COURSE NUMBER</b>		<b>SECTION</b>	
<b>COURSE TITLE</b>						

# CERTIFICATIONS

## AS FACULTY MEMBER, I CERTIFY TO THE FOLLOWING:

- No student research practica under my supervision involve the collection of data from vulnerable subjects: children, prisoners or mentally ill individuals.
- No identifying data will be collected (no names, social security numbers or other codes that can be identified or be linked to subjects). The projects will not use or disclose health related information.
- No student research practica under my supervision will collect information regarding illegal activities; information that could cause emotional distress to subjects; information which would place the student at risk; conduct research which would put the subject at risk if confidentiality were breached;
- It is my responsibility to ensure that research practica are conducted according to ethical standards.
- All students involved in research practica have completed the CUNY approved training (consult the website for further information). CITI certificates are attached. Each student has also completed the IRB Classroom Practica Student Certification Form.
- The data from these projects cannot be used for presentation at conferences, publications or doctoral dissertations unless there is further IRB review.
- Any adverse events as a result of this process must be reported to the IRB within 48 hours.
- This form is being filed **prior** to the commencement of the research practica.
- In the event that any of the student projects do not meet the practica criteria, (e.g. collection of data from children), I will forward the material for IRB review and approval before the study can commence.

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SIGNATURE

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DATE

### You must attach the following to this form:

A Key Personnel Form

A Course Description

IRB Classroom Practica Student Certification Forms for all students

CITI certificates for **faculty advisor** and **all students**