



Faculty Report of Classroom Projects

Please complete this form for all student research projects you have determined do not need to be submitted to the HT Institutional Review Board or the Office of Sponsored Programs, as defined by the Institutional Review Board Report of Classroom Project checklist. Submit the form to the IRB Chair for this academic year. Questions can be addressed to the IRB Chair as well.

General Information

Faculty Name:

Office:

Ext:

Course # and name

Number of students in class engaged in classroom projects:

Certification

Please respond Yes or No to the following statements in Section One:

Section One

- Y N The student research involves only Huston-Tillotson students and/or employees.
- Y N The research subjects are at least 18 years old (i.e., not a minor).
- Y N The data is being recorded anonymously (meaning, there is no way that anyone, including the researcher, can link the responses to an individual subject). [Note: Oral histories/face to face interviews are exempt from this criterion, since by their nature they cannot be done anonymously.]
- Y N The research involves no risk (physical, psychological, social, or financial) or minimal risk.
- Y N The research will be presented only in the classroom or as a poster presentation at Huston-Tillotson University (that is, the research will NOT be presented at a conference or published in a professional journal or magazine).
- Y N The research is limited to one or more of the following groups: 1) survey, interview, oral history, observation of public behavior, or focus group; or 2) the collection or study of existing data, documents, or records that are publicly available.
- Y N The data collected in this research is being used only by the student for this project and not being used in any faculty research study.

If you answered Yes to all of the above statements in Section One, please sign below and proceed to Classroom Projects Summary. If you answered No to any of the statements in Section One, please respond to the following statement in Section Two.

Section Two

- Y N This project is strictly a classroom assignment, meaning that the intent of the project is solely academic learning and that there is no expectation that the data will be shared outside of the classroom.

If you answered Yes to the above statement in Section Two, please sign below and proceed to Classroom Projects Summary. If you cannot answer Yes, please contact the Chair of IRB.

Classroom Projects Summary

If this is a classroom projects summary, in this section, please briefly describe the student projects/assignments involving human subjects that are being done in your class and which require no further review by the IRB. (For example: Students will be conducting anonymous surveys of HT students on how they spend their free time.) A listing of research projects by title, design method, description of subject pool, and student researcher(s) is also sufficient. Use additional pages, as needed.

Faculty Person's Signature

Date