



Cape Cod Community College

Course Research Review

Course research projects conducted by students for the primary purpose of a learning experience in the methods and procedures of research usually do not meet the federal definition of research. However, best practices in research ethics strongly recommend that course research projects are independently reviewed and that appropriate human subjects protections are in place. Course research projects need to be approved prior to any data collection.

The course instructor needs to complete the course in human subjects' protection at:
<http://phrp.nihtraining.com/users/login.php>. Please send the certificate of completion to IRB@capecod.edu

All students participating in course research need to complete the NIH training for principle investigators (above) or view an alternate educational video and complete the quiz. The video and the quiz are embedded in the IRB Moodle shell. The course instructor needs to contact the IRB office to set up the training module for the class within the IRB Moodle shell.

Develop and submit a consent form for the project. The consent form should contain all the elements of informed consent outlined on page 24 in the [IRB Procedures Manual](#). The course instructor will retain the signed consent forms for three years.

Submit any additional materials to be used in the project (e.g. survey instruments, questionnaires, recruitment flyers or brochures, etc.) to IRB@capecod.edu.

Faculty Member Information

Name:		Email Address:	
Phone #	Department	Year	Term
Course #	Course Title		

Research Summary

Describe the purpose of the research:	
Describe the participants you intend to use for the research:	
How will participants be recruited?	Where will the research be conducted?
Describe the procedures/methods to be used for data collection:	

Discuss whether any identifying information will be collected:	
How will the data be protected and stored?	
How long will the data be kept and how will it be disposed of?	Who will have access to the data?
Instructor Assurances and Signature:	
As the instructor for the above listed course, I certify that: (Please verify by reading and checking all items below)	
<p>The project is being undertaken for the specific purpose of teaching students how to conduct research.</p> <p>All documentation will identify the research as being part of a class project.</p> <p>Research will be conducted in accordance with standard research practice and ethical standards of the relevant discipline.</p> <p>I will communicate any problems/concerns involving the use of human subjects to the IRB.</p> <p>Data collected from these projects may be presented in class without participant identifiers and will not be publicly disseminated beyond the classroom.</p> <p>I will retain the informed consent documents/human subjects training certificates for a period of three years after the project.</p> <p>I will submit a completed project form at the end of the project/term.</p>	
Signature	Date

References:

American Psychological Association (2012) Guidelines for Ethical Conduct of Behavioral Projects Involving Human Participants by High School Students <http://www.apa.org/science/leadership/research/ethical-conduct-humans.aspx?item=1>

American Psychological Association. (2002). Ethical principles of psychologists and code of conduct. *American Psychologist*, 57(12), 1060-1073.

The National Commission for the Protection of Human Subjects in Biomedical and Behavioral Research. (1978). The Belmont Report: Ethical principles and guidelines for the protection of human subjects of research (PDF, 1MB). Retrieved November 8, 2011.