ST. EDWARD'S UNIVERSITY

Institutional Review Board

** INACTIVE FORM **
SEU IRB Application for Exempt Classroom Research

This document can be used as a ***planning guide***, but it is no longer used for IRB proposal submissions. Instead, complete the online IRB Exempt Classroom Research Application. You may copy/paste these answers into the online form. Note that IRB research exemptions are defined and regulated by federal guidelines, Charts 2-10 of this website. Contact IRB@stedwards.edu with any questions.

Faculty PI Name:

Department:

SEU Email:

SEU Course ID and Semester/Year:

Is this research a course requirement listed in the syllabus?	__ Yes	__ No
Will the research be performed by your students?	__ Yes	__ No
Will all students be following this research protocol?	__ Yes	__ No
Will the research extend beyond the SEU course?	__ Yes	__ No
Does this project have external (non-SEU) funding?	__ Yes	__ No

If yes, what is the source of funding and how will it be allocated?

_____

How many students will be conducting the research? _____

RISK FACTORS

Does your project contain any of the following risk factors?

- Non-SEU institutions or organizations are involved.
- Remuneration is included in the protocol.
- Focus groups are included in the protocol.
- Student researchers will be in a position of authority over the subjects.
- Some of the research questions or procedures could cause greater than minimal distress or discomfort to participants.
- Sensitive information will be collected (i.e. personal data that, if accidentally disclosed, could cause harm to participants.)
- Deception is included in the protocol.
- Vulnerable populations are included in the participant group (children, pregnant women, prisoners, or persons with diminished decision-making capacity.)

If any risks are present, your research is non-exempt and you must discuss your project with the IRB before moving forward with this Classroom Research project.

By proceeding with the form, you acknowledge that **None of the Above** risk factors are present in your research.

PROJECT INFORMATION

1. **Project Title:**

2. **What are the project goals?**

3. **What personally-identifiable information will be included?**
   __ Names (First or Last)
   __ Addresses or Phone Numbers
   __ E-mail addresses
   __ Student ID Numbers
   __ Social Security Numbers
   __ Photographs or AV Recordings
   __ Handwriting samples
   __ Fingerprints or DNA
   __ No personally-identifiable data is included

4. **Who will be the participants and how will you select/recruit them?**
   Describe your eligibility requirements and how you will recruit. Include the total number of expected participants. If applicable, please prepare any Recruitment documents to submit with the application (email wording, fliers, social media posts, etc.)**.**

5. **How will data be collected for this study?**
   Are you using secondary data? If so, from where? If participants are involved, is data collection online or in-person? Do your participants need a Consent Form? If surveys or interviews are involved, how many questions and how long it will take? For Qualtrics surveys, please submit both the link and the list of questions in .doc or .pdf format. Prepare copies of your instruments to submit with the application.

6. **How will data be de-identified (if applicable) and/or secured?**
   Is the data **anonymous** or will it be kept **confidential**? Who will have access to the data? Where will the data be stored and for how long? **NOTE**: The SEU Google Drive is an acceptable storage location due to institutional agreements for the secure storage of research data. Private laptops are not IRB-approved.

7. **How will data be analyzed and disseminated?**
   Please describe your methodology and your plans for the final results.

8. **Will AI be used in any of your protocols?**
__ Yes __ No

If YES, you are required to provide additional details below about the AI model, how it will be used, and how it handles and protects data. If you have a Consent Form, consider that any AI use and relevant data protections must be disclosed to your subjects.

a. What is the name and version of the AI tool?
_____

b. Is this a paid license? Yes / No

c. Will the data be used for training purposes? Yes / No / Unsure

d. Please provide a link to any data security documentation or privacy disclosures provided by the AI vendor: _____

e. What is the purpose of using this AI tool in your research? (Check all that apply.)

___ Drafting the data collection instrument(s) and/or the consent form

___ Deidentifying data

___ Cleaning data for analysis

___ Qualitative analysis

___ Quantitative analysis

___ Revising research reports

___ Other: _____

f. For each use listed above, provide details and explain why it is important for you to use the AI tool in this way.
_____
_____

g. What type(s) of data will the AI process from your research protocols (e.g. personal, sensitive, public)?
_____
_____

h. How will data be collected, stored, and used by the AI? (The vendor should disclose how data is used by its AI tool.)
_____
_____

i. Describe any privacy or security risks that could arise from the AI's data handling. ("Minimal risk" must be acknowledged here.)
_____
_____

j. How will you ensure the data used by the AI tool is protected? (e.g. Will the data be anonymized or de-identified before being processed by the AI?)
_____
_____

k. How will participants be informed about the use of AI in the study and the related data protections? (Modify your Consent Form as needed.)

_____

_____

CITI ONLINE RESEARCH ETHICS TRAINING

This project cannot be approved until CITI certificates for all investigators have been received by the IRB. Please refer to the CITI Sign-Up Guide for instructions using your SEU email account. *Note: For a new learner, this training takes several hours to complete*.

Have all investigators (including students) completed the CITI (Collaborative Institutional Training Initiative) course as required? __ Yes __ No

Please list the names of students missing CITIs:

Please submit the CITIs that are available now. You may email missing CITI certificates as they arrive to IRB@stedwards.edu.

IRB submission checklist, if applicable to your project:

1. REQUIRED: CITI training certificates for all investigators. Please save as CITI [Last name]. You may submit .zip files for large batches.

2. Any recruitment materials (advertising flyers, emails, etc.) in .DOC or .PDF format. Please save as Recruitment [Last name of PI].

3. A copy of your Consent Form. It is strongly recommended that you follow the SEU template at stedwards.edu/institutional-review-board/formsandtemplates. Please save as Consent Form [Last name of PI].

4. Copies of all data collection instruments (tests, questionnaires, interview questions, surveys, etc.) in .DOC or .PDF format. Include a working Qualtrics link (if applicable). Please save as [Type of Instrument] [Last name of PI].

5. Documentation—on official letterhead or from an official email—granting permissions from external institutions or for use of secondary data. Please save as [Name of Source] Permission Letter [Last name of PI].