

COE STUDENT/CLASS PROJECT SUMMARY FORM FOR DATA COLLECTION INVOLVING HUMAN PARTICIPANTS

SECTION A: DETERMINATION OF APPROPRIATE PROCESS. If you are able to answer “No” to all questions below, you are not required to complete the WSU Institutional Review Board (IRB) process for research involving human participants. You must, however, complete this form for college review and meet all conditions herein. To determine the appropriate form/process, circle/underline your responses to questions below.

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| Yes | No | 1. Will data from the project be used in any way in a thesis or dissertation? If so, you must go through the IRB review process. |
| Yes | No | 2. Will the project create generalizable or replicable knowledge? If so, you must go through the IRB review process. |
| Yes | No | 3. Will the project be juried (reviewed by experts in the field) for presentation/publication? If so, you must go through the IRB review process. |
| Yes | No | 4. Will you be collecting data from a vulnerable population (Native American tribe members, substance abusers, non-English speaking populations, children [other than situations listed in the footnote below as exempt] ¹ , prisoners, pregnant women, or fetuses)? If so, you must go through the IRB process. |

If all responses above are “No,” complete Sections B, C, and D below. If the project is a class project (all students using the same protocol, etc.), then only one form needs to be completed. Attach a signed *list of participating students*.

SECTION B: BACKGROUND INFORMATION (First, Check B1 or B2, then complete the form)

- B1.** Individual Project (requires a completed form for the individual project). Check all that apply: This project is for
 Ed.M degree, for the MIT degree, or for a class project . I am enrolled in 702 credits.
OR
Student Name _____ Project Title: _____
- B2.** Group or All-Class Project (requires 1 form for the group or class; attach a signed list of participating students).
COE Class & Instructor Name: _____

1. For individual projects only: Attach a copy of your *CITI* training documentation for student projects. After completing steps 1-3 at <http://www.irb.wsu.edu/citi.asp> , choose for step 4 the learner group “Students conducting no more than minimal risk research.” That will enroll you in the basic course. You may also be required by your instructor to complete the training Responsible Conduct of Research (RCR). To access that training, go to the following WSU site and log in: <https://myresearch.wsu.edu/login.aspx?ReturnUrl=%2default.aspx>. From My Profile, go the “Training” tab; under Mandatory Training see: Responsible Conduct of Research Education-Graduate and Undergraduate Students. After completion, an email will be sent you documenting your training completion.
2. Project Start Date: _____ Project End Date: _____
3. Complete the following questions:
 - a) Summarize your project. State the project’s purpose, questions, design, data collection methodology and data sources.

¹ If you are collecting artifacts that are normally collected by teachers in a school environment, including data from ELL children and children under age 18, for an EdM/MIT project (not a thesis or dissertation) or class project that will only be presented to other university students, educators from the school, and/or instructors/graduate committee members, and that will not be juried for dissemination and is not considered generalizable/replicable knowledge, answer “No” to this question.

- b) Describe the characteristics of your participants and how you will maintain their confidentiality throughout the entire project (e.g., coded data, pseudonyms).
- c) Describe any potential risks for the participants in the project because of their participation. How will you handle these risks? (May pose no more than minimal risk.) Describe potential benefits.
- d) Circle/underline the type(s) of informed consent process(es) below that will be used in the project and **attach copies of forms**. See <http://www.irb.wsu.edu/forms.asp> for assistance and language suggestions. Note that you will need to remove all reference to “research” and instead use “project” since your project does not meet federal guidelines for research and thus does not require WSU’s IRB review.
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|------|-----|----|-------------------------------|
| i. | Yes | No | Assent form |
| ii. | Yes | No | Parent permission |
| iii. | Yes | No | Prior notification to Parents |
| iv. | Yes | No | Consent form |
- e) How will you keep the data secure and confidential for the duration of the study (e.g., locked cabinet)?

SECTION C: RESPONSIBILITIES

In all that you do for the above project, keep in mind the rights of participants:

1. Participants should be invited to participate and receive an explanation of what the project is about.
2. Participants should understand that their participation is voluntary and that they can withdraw any time without penalty.

Adherence to local laws and regulations and the Belmont principles must be guaranteed:

1. Respect for persons requires recognition of the personal dignity and autonomy of individuals, and special protection of those persons with diminished autonomy.
2. Beneficence entails an obligation to protect persons from harm by maximizing anticipated benefits and minimizing possible risks of harm.
3. Justice requires that the benefits and burdens of research be distributed equitably.

SECTION D: SIGNATURES

1. Student Signature (For group project, attach a signature page)
I understand my responsibilities, will uphold the ethical treatment of my participants, and adhere to the plan I have outlined in this form.

Student Signature

Date

2. Instructor and/or Committee Chairperson Signature (required)
The study/project described herein does not meet the federal IRB standard for generalizable or replicable knowledge and will adhere to the conditions described above.

Faculty Signature

Date

Once the form is complete and signatures secured, turn in the original to the Academic Director or the Graduate Coordinator for the College of Education on your campus. Keep a copy for your files. For Pullman, return to: Kelly McGovern or Karen Krier, for Spokane: Carmen Beck; for Tri-Cities: Niamh O’Leary; for Vancouver: Jennifer Gallagher or Dan Overbay.