## Eastern Illinois University - Institutional Review Board

For IRB use only

IRB File No.:

Date received:

**CERTIFICATION OF COURSES**

Course Certification is appropriate when instruction-related research projects involving human subjects are being performed as part of normal course activities, and such projects are not intended to contribute to generalizable knowledge, not intended for publication, and do not place subjects at more than minimal risk.

If, however, subjects are members of a vulnerable population, an [Application for Course Project Research Review](https://www.eiu.edu/grants/Application%20for%20Course%20Project%20Research%20Review.docm) must be submitted for each project involving this population as subjects.

* Vulnerable populations include children, prisoners, pregnant persons, mentally disabled persons, economically or educationally disadvantaged persons, individuals who are unable to give informed consent due to a physical or mental condition, or individuals whose circumstances may make them vulnerable to coercion (e.g., probationers).

Projects that involve the following may not meet the criteria for course certification and would require IRB review and approval. The [Application for IRB Review](https://www.eiu.edu/grants/Application%20for%20IRB%20Review.docm) must be submitted for any project of this nature:

* Asking identifiable subjects about illegal activities (e.g., underage drinking), that may place data at risk of subpoena.
* Placing identifiable subjects at risk of a breach of confidentiality that may lead to criminal or civil liability, or damage the subject’s financial standing, employability, or reputation.
* Placing subjects at more than minimal risk due to psychologically sensitive subject matter (e.g., interviews covering traumatic events).

**This request must be made to the IRB prior to the initiation of any data collection by students. Certification is valid only for the instructor making the request and only for the semester requested.**

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| **Course Information** | | | | | | | | |
| Course Title: |  | | | | | | | |
| Course Number: |  | Section(s): |  | | Semester: |  | Year: |  |
| **Instructor:** | | | | | | | | |
| Name: |  | | | Department: | |  | | |
| e-mail: |  | | | Phone: | |  | | |

Prior to the beginning of all research projects, all students enrolled in this course will receive training by one of the following three options (Check one):

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|  | 1. Complete [**CITI Program training**](http://www.citiprogram.org/) The Office of Research and Sponsored Programs will access the course roster and verify completion of student training. **Instructors are responsible for ensuring each student completes the training.** |
|  | 1. Read the “Protecting Human Subjects in Research” document found at [this link](https://www.eiu.edu/grants/files_irb/Protecting%20Human%20Subjects%20in%20Research.pdf). The instructions may also be incorporated into the course syllabus. The course syllabus must explicitly mention the training as part of course requirements, and questions about the material should be included on at least one quiz or exam. **The instructor is responsible for submitting a copy of the course syllabus to ORSP.** |
|  | 1. Trained by a method of the instructor’s choice, provided the essentials of proper protection of human subjects are conveyed. The course syllabus should explicitly mention the training as part of course requirements, and questions about the material should be included on at least one quiz or exam. **The instructor is responsible for submitting the course syllabus and description of training to ORSP.** |

I am familiar with the published policies of the Institutional Review Board at Eastern Illinois University and have completed [**CITI Program training**](http://www.citiprogram.org/).

I will exercise reasonable and customary instructional supervision in an attempt to ensure student compliance with the policies for the protection of human subjects at Eastern Illinois University.

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| Instructor’s Signature |  | Date |