## Eastern Illinois University

For IRB use only

IRB File No.: \_\_\_\_\_\_\_\_\_\_

Date received: \_\_\_\_\_\_\_\_\_\_

Institutional Review Board

**CERTIFICATION OF COURSES**

This request must be made to the IRB prior to the initiation of any data collection by students conducting an instruction-related research project involving human subjects. Certification is valid only for the instructor making the request and only for the semester requested.

Course certifications can only be used for instruction-related research and class projects that place the subjects at no more than minimal risk. If the project falls into one or more of the following categories, then IRB review and approval may be required:

* Subjects are members of a vulnerable population. Vulnerable population means 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 especially vulnerable to coercion (e.g., probationers).
* The study asks identifiable subjects about illegal activities (e.g., underage drinking), which may place the data at risk of subpoena.
* The study places 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.
* The study places subjects at more than minimal risk due to psychologically sensitive subject matter (e.g., interviews covering traumatic events).

**Request is for: Semester**: Choose an item. **Year**: Click or tap here to enter text.

**Instructor Name**: Click or tap here to enter text.

**e-mail**: Click or tap here to enter text.

**Department**: Click or tap here to enter text.

**Phone**: Click or tap here to enter text.

**Course Information**

Course Title: Click or tap here to enter text.

Course Number: Click or tap here to enter text. Section(s): Click or tap here to enter text.

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):

|  |  |
| --- | --- |
|  | 1. Complete [**CITI Program training**](http://www.citiprogram.org/) **The instructor is responsible for collecting completion certificates (generated by CITI) from each student and submitting them to the Office of Research and Sponsored Programs.** |
|  | 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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Click or tap to enter a date.

Instructor’s Signature Date