This sheet should be completed by the faculty or instructor of the course.

Faculty/Instructor(s) are required to inform the IRB at the beginning of the semester when they will submit the undergraduate projects to the IRB. For courses in which this submission is used for the first time, Faculty/Instructor(s) should inform the IRB at least 1 month ahead of time.

Faculty/Instructor(s) should check all student’s submission for completeness, adherence to the policy and appropriateness before submitting to the IRB

Faculty/Instructor(s) should submit this form together with ALL student submissions to the IRB. The IRB does not accept partial or incomplete submissions.

Name of course faculty/instructor(s): Enter name(s)

Course Prefix: Enter Course Prefix
Course Title: Enter Course Title

Number of total submissions for the course: Enter number

[ ]  Human Subjects Training Certification has been completed by all faculty/instructors. (*The IRB will verify HSR training completion prior to all determinations.)*

I assert that all attached projects:

[ ]  Do not recruit or involve vulnerable populations which include but are not limited to minors/children, prisoners, cognitively impaired, homeless, veterans/active military or student athletes;

[ ]  Do not use deception of research subjects;

[ ]  Do not use coercion or undue influence (e.g., extra class credit for project participation);

[ ]  Are not funded (internal or external);

[ ]  Do not access medical record data, student educational record data or collect other sensitive personal information (e.g., about criminal activities or financial information);

[ ]  Do not include payments of participants;

[ ]  Do not involve more than minimal risk;

[ ]  Recruit on CU campus (off campus recruiting will only be allowed for students enrolled in on-line courses and with prior approval with the IRB Chair)

[ ]  Faculty will keep all collected data for 3 years on a Campbell owned computer, on Campbell Egnyte and/or in a locked file cabinet in a Campbell Office.

Signature-electronic is acceptable Enter date

Faculty/Instructor signature Date