

**Department checklist for classroom activity involving collection of data from human subjects**

**"Research means a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalized knowledge." [45 CFR 46.102(d)]**

**TO BE FILLED BY INSTRUCTOR:**

Course name and number:

Instructor:

Brief description of the activity proposed:

Under which category of departmental review does the project fall? Please check one:

[ ]  Laboratory project or assignment

[ ]  Classroom project or assignment

[ ]  Other (please describe):

Please check all that apply: (If one or more of these boxes are unchecked this project/ assignment will require IRB review.)

[ ]  The activity is only designed to teach students a research technique, and fulfills a course requirement

[ ]  Results will not be shared outside the classroom

[ ]  Human subjects are exposed to no more than minimal risk.

[ ]  No vulnerable subjects are involved (see IRB policy for a full description of vulnerable subjects, available in our website)

[ ]  The activity will be conducted within the SUNY Potsdam community. Data may also be collected from relatives or acquaintances of members of the SUNY Potsdam community, but no other institution will be involved

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**TO BE FILLED BY HUMAN SUBJECTS DEPARTMENTAL REPRESENTATIVE:**

Faculty member reviewing this proposal:

[ ]  I am CITI trained and / or have read the Belmont Report on Ethical Principles and Guidelines for the Protection of Human Subjects of Research.

[ ]  I have reviewed the proposed project/classroom activity and agree that it does not meet the regulatory definition of research.

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Signature of Departmental Human Subject Representative Date