Print Form

XAVIER UNIVERSITY

Institutional Review Board

COURSE CERTIFICATION FORM

The instructor submits this form for each course incorporating course required student-conducted survey research that involves neither sensitive topic areas nor minor subjects. IRB approval is valid for two years for this course taught by this instructor. Student-conducted studies which fall under the category of full board review must be submitted to the IRB, even if the course is certified.
All human subject research studies conducted to satisfy master's thesis or doctoral dissertation requirements must be submitted to the IRB.

Name of instructor: _____ Department: _____

Course number & section(s) taught by this instructor: _____

Course title: _____

On a separate page, outline the types of student research projects assigned in this course. Include a description of the subjects typically used (i.e. other XU students, students in elementary and/or secondary schools, teachers, the general public, etc.) and the methods students will use to gain informed consent and maintain confidentiality. Attach additional pages if necessary.

Since student projects will not be individually reviewed by the IRB, cover letters/consent forms must include the following statement:

- This survey (project, etc.) is being conducted in partial fulfillment of the course requirements for (course title), taught by (instructor's name) at Xavier University. This course is in compliance with the course certification requirements of Xavier University's Institutional Review Board for the Protection of Human Subjects.

Certification:

- I am familiar with the published policies of the Institutional Review Board at Xavier University (http://www.xavier.edu/IRB) and I have completed the tutorial required of researchers (http://cme.cancer.gov/clinicaltrials/learning/humanparticipant-protections.asp). The policies regarding the ethical treatment of human subjects in research will be reviewed with all students enrolled in this course prior to the beginning of all research projects. I will exercise reasonable and customary supervision in an attempt to ensure student compliance with the policies for the protection of human subjects at Xavier University.

_____ _____

Primary Investigator (Instructor) Signature **Date**

_____ _____

Department Chair Signature **Date**

If more than one section of a course uses the same experimental procedures but is taught by different instructors, each instructor must sign a Course Certification Form but may attach the same description of the methods used in the course.

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