



## Coursework & Instructional Review Application Form

### Instructions:

Please fill out this application form using clear language and lay terms. Please answer each section as completely and as concisely as possible. Please upload this application form along with additional documents that are supplemental (as applicable) to your submission in IRBNet. Note that students must complete CITI training before conducting research for the course. It is the instructor's responsibility to keep a copy of students' training certificate. This form must be used only if students will conduct research as part of a course. For more information, please visit the IRB website. For questions, please contact IRB office at (760) 750-4029 or [irb@csusm.edu](mailto:irb@csusm.edu).

Course Number  
& Title

Facilities where research will be carried out

Semester(s)/Year(s)

### Faculty Member:

Instructor

Department/College

Phone Number

E-mail

Date CITI Completed

### Checklist: Check which of the following items are included, as applicable:

- CITI Training Certificate **for each instructor.**
- Copies of sample surveys, scripts, consent forms, etc.

1. Describe the **educational objectives** of project(s).

2. Describe in detail the kinds of **research protocols related to human subjects** in which students in the course will engage. In cases where students will be asked to design their own projects, you may focus your description on the types of research. Please provide some examples of the kinds of projects you will allow students to carry out and some examples of the kinds of projects you will not approve for the guidance of the committee. Sample instructions, copies of questionnaires, etc., should be included as appropriate.

3. Describe the **characteristics of the proposed population** and how they will be selected. Be sure to explain the rationale for using special subjects such as minors (under age 18) or other subjects whose ability to give voluntary informed consent may be in question.

4. Describe and **assess any potential risks** to the human subjects (physical, psychological, social, legal, or other). If methods of research create potential risks, describe why they are best suited for this research's purpose.

5. **Describe the safeguards** (including confidentiality safeguards) you will use to protect against or minimize the risks discussed above.

6. If applicable, describe **how students will debrief the participants**. What kind of training/supervision will you provide to help students develop an appropriate debriefing?

7. Assess the **potential benefits** to be gained by the students participating in the course as well as the individual subjects and society in general, if there are any.

8. Briefly assess your evaluation of the **risk-benefit ratio**.

9. Describe **your research experience** as related to the activities for this course. Include such information as the number of times you have taught this course and the degree to which students will be supervised.

10. Describe if and how **informed consent** will be obtained and who will obtain it. Please submit samples of written or oral material to be used when obtaining informed consent. If students will be obtaining consent orally, submit a sample description of what students will say.

11. Describe how you will **train students** with regard to research ethics and the ethical treatment of human participants.