**IRB Course Protocol Checklist for Individual Student Projects (complete one for each student)**

**Instructions:** Instructors please complete the following checklist (additional copies are located under [IRB Forms](https://uwosh.edu/sponsoredprograms/irb/forms/) on Sponsored Programs website) for each student project to be covered under this course protocol and submit an appendices package for each project. Individual student projects that do not meet the Mandatory Criteria (Section II) must submit a full [IRB Application Form for New Projects](https://uwosh.edu/sponsoredprograms/irb/forms/). Students must complete online CITI Training in human subjects research. Instructions for training can be found here: [CITI Training: Human Subjects Training for Students](https://uwosh.edu/sponsoredprograms/wp-content/uploads/sites/29/2017/06/CITI-training-instructions-for-students-conducting-human-subjects-research-with-screenshots.pdf)

* 1. **Project Information:**

1. **Project Title:**
2. **Course Title:**
3. **Student Name:**
4. **Abstract (provide sufficient detail to determine research question, population including age and sample size, research site, and research methods used to collect data):**
5. **Course Project Completion Date:**
   1. **Mandatory Criteria:**

All criteria must be met for the student project to be included under this umbrella protocol:

The project is minimal risk (defined as the probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests).

The project falls under an exempt or expedited category of research (see [Research Review Categories](https://uwosh.edu/sponsoredprograms/irb/forms/).)

* 1. **Appendices:** Please attach an appendices package for each student project along with this checklist containing the following documents (as applicable):

CITI Training: Students Conducting Human Subjects Research Completion Report (required)

Recruitment Flyers, Email, or Script

Consent Document(s)

Demographic Form

Survey or Interview questions

Existing data review- list of identifiable data to be collected

Site permission for any research conducted off-campus