



**Institutional Review Board  
College Policy for Student Research**

**Department Level Checklist for Exempt Status**

It is the position of the Buffalo State Institutional Review Board (IRB) that certain student research projects do not have to be submitted for IRB approval but should be reviewed at the department level and that a semi-annual report\* of student research be submitted to the IRB. This policy does not prohibit any faculty member or student from submitting any proposal to the IRB.

***Projects that may be reviewed at the department level:***

Instructors often assign projects to teach methodology and research skills. These projects are not intended to be disseminated or published. Certain of these laboratory projects, class projects or assignments, and action research within a classroom with performance or grades as the sole outcome measure may now be reviewed at the department level. Examples of these projects include, but are not limited to:

- ▶ Group laboratory assignments replicating well established phenomena
- ▶ Projects completed in a k-12 setting examining whether one teaching method is more effective than another teaching method, so long as the sole outcome measure is student achievement  
(Please refer to the Policy for Research Involving Minors <http://sponsoredprograms.buffalostate.edu/human-participants>)
- ▶ Focus group projects on innocuous topics that are designed to teach and reinforce methodology
- ▶ Surveys or interviews of adults over the age of 18 on innocuous topics

***If any of the following apply, the project must be submitted to the IRB, in care of the Sponsored Programs Office, prior to the commencement of the project:***

- ▶ Participants are under the age of 18, except action research as noted above
- ▶ Participants are identifiable, either through the use of names or the information that is provided or obtained
- ▶ Participants will experience more than minimal risk, that is, more risk than they would encounter in everyday life
- ▶ Questions cover sensitive topics, such as sexual activity, drugs, alcohol, spousal abuse, etc.
- ▶ Research will be conducted outside of the United States.

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If the researcher intends to disseminate the results beyond the Buffalo State campus, such as at a conference or in a publication, please consult with the IRB because department level review will not generate a protocol number, as required by some agencies.

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Research dealing with minors (17 and under) that involves attitude and/or personality testing outside the regular classroom, regardless of whether or not it is part of action research, must be reviewed by the IRB.

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Independent studies (499 and 590) and research on sensitive topics (sexual activity, drugs, alcohol, spousal abuse, etc.) must be reviewed by the IRB.

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\*A semi-annual report must be sent to the IRB from department representatives in December and May. The report must include course title, project title, and name of the faculty member responsible for the activity.

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Institutional Review Board  
Sponsored Programs Office  
BUCK B206  
Ext. 5723  
[gameg@buffalostate.edu](mailto:gameg@buffalostate.edu)

All forms available at the Sponsored Programs website: <http://sponsoredprograms.buffalostate.edu/human-participants>

## Template for Department Review of Student Research in Compliance with the Guidelines Established by the Buffalo State Institutional Review Board

The student should complete the top portion of this form prior to submission to the department. Please attach an abstract and all relevant questionnaires, surveys, interview questions, informed consent, and permission letters to this form. Even in cases where a signed consent is not required, all surveys require a brief statement of consent at the beginning, including purpose, risks, confidentiality, voluntariness, and contact information.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Course Name: \_\_\_\_\_

Faculty Name: \_\_\_\_\_

Project Title: \_\_\_\_\_

Study Procedure: \_\_\_\_\_

Age of Participants: \_\_\_\_\_

Measures to be Administered: \_\_\_\_\_

Risk Level: \_\_\_\_\_

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

- Laboratory project
- Class project or assignment
- Action research within a classroom with performance or grades as the sole outcome measure  
(Please refer to the Policy for Research Involving Minors  
<http://sponsoredprograms.buffalostate.edu/human-participants>)

**Please check if any of the following apply. If any apply, the project must be reviewed by the IRB prior to the commencement of the project:**

- Participants are under the age of 18, except action research as noted above
- Participants are identifiable, either through the use of names or the information that they provide
- Participants will experience more than minimal risk, that is, more risk than they would encounter in everyday life
- Questions cover sensitive topics such as sexual activity, drugs, alcohol, spousal abuse, etc.
- Research will be conducted outside of the United States.

***For action research only:***

- Children will be required to complete measures of attitudes, opinions, or other measures beyond typical course assignments
- Children will be individually assessed beyond standard instructional and programmatic routines, for example, pulled from the classroom and assessed in the hallway or another room
- The intervention is provided by someone other than the teacher, other district staff, or an assigned student teacher

I have reviewed the proposed project and agree that it falls within the scope of departmental review.

\_\_\_\_\_  
Signature of Departmental Human Subjects Representative

All student research with human subjects requires ethics training. The CITI Training Site: [www.citiprogram.org](http://www.citiprogram.org).  
A copy of this form is to be kept on file in the department. A summary of all submitted forms is to be turned in to the IRB in December and May of each year.