


**UNIVERSITY OF LOUISIANA AT MONROE
POLICIES AND PROCEDURES MEMORANDUM**

<i>Title:</i>	Extra Credit to Students
<i>Effective Date:</i>	12/03/2014
<i>Update Responsibility:</i>	Academic Affairs
<i>Update Date:</i>	None
<i>Cancellation Date:</i>	None



1) PURPOSE/PREAMBLE

These guidelines are intended to assist The University of Louisiana at Monroe investigators with determining which projects meet the definition of research using students as subjects and require review by the University's Institutional Review Board (IRB). The University IRB is guided by 45 CFR 46 (Common Rule) which defines research as "a systematic investigation designed to develop or contribute to generalizable knowledge". The IRB distinguishes between student research conducted in a classroom designed for students to "learn how to" conduct research and research conducted to add to generalizable knowledge.

2) DEFINITIONS

- a. Research means a systematic investigation designed to develop or contribute to generalizable knowledge. Activities, which meet this definition, constitute "research" for purposes of this policy, whether or not they are supported or funded under a program, which is considered research for other purposes. For example, some "demonstration" and "service" programs may include research activities.
- b. Human subject means a living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention, or (2) identifiable private information. Intervention" includes both physical procedures by which data are gathered (for example, venipuncture) and manipulations of the subject or the subject's environment that are performed for research purposes. "Interaction" includes communication or interpersonal contact between investigator and subject. "Private information" includes information about behavior that occurs in a context in which an individual can reasonable expect that no observation or recording is taking place and information which has been provided for specific purposes by an individual and which the individual can reasonable expect will not be made public (for example, a medical record). Private information must be individually identifiable (i.e., the identity of the subject is or may be readily be ascertained by the investigator or associated with the information) in order for obtaining the information to constitute research involving human subjects.
- c. Minimal risk means that the risks of harm anticipated in the proposed research are not greater, considering probability and magnitude, than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests.

3) PROCEDURES

- a. If using students as research subjects in order to allow them extra credit, **the following must be stated in the IRB Request for Review:**
 - Explain how participants will be recruited: Students in ULM classes may be offered the opportunity to participate in various research projects in order to fulfill requirements of the course.
 - Statement of Possible Risks and Benefits: Students who participate as subjects in the research, beyond that which is a course requirement, may have the opportunity to earn extra credit points for their participation. If students choose not to participate as subjects in the research, other equivalent opportunities to earn equivalent credit will be provided by the course instructor.
- b. If using students as research subjects in order to allow them extra credit, **the following must be stated in the informed consent:**
 - If you choose not to participate as a subject in this research, other equivalent opportunities to earn equivalent credit will be provided by the course instructor.

All research involving vulnerable populations or sensitive topics must be reviewed and approved by IRB. Also, if the researcher believes that there is a possibility that the collected data will be used in a future research project or presentation then IRB approval should be obtained prior to initiation of the project. If the faculty member supervising the class project has concerns or doubts, he/she should consult with the University's IRB.

Categories of sensitive topics include (but are not limited to) information:

- relating to sexual attitudes, preferences, or practices;
 - relating to the use of alcohol, drugs, or other addictive products;
 - pertaining to illegal conduct;
 - that, if released, could reasonably be damaging to an individual's financial standing, employability, or reputation within the community;
 - that would normally be recorded in a patient's medical record, and the disclosure of which could reasonably lead to social stigmatization or discrimination;
 - pertaining to an individual's psychological well-being or mental health; and
 - pertaining to genetic information or tissue samples.
- c. **Theses, dissertations, and other formal research projects** involving human subjects that are considered research as defined by 45 CFR 46 always require review by the IRB.

4) RESPONSIBILITIES

Faculty overseeing projects is responsible for determining whether the project meets the definition of research.

Note: The IRB is available to give feedback on any proposed class project not meeting the definition of research, even though the IRB would not officially act on the project.