Psychology 3100 Class Project Form **(Version August 21, 2023)**

Please note: If you intend to use the results of your project to “develop or contribute to generalizable knowledge” as defined by the CU-IRB office , your project must be reviewed and approved by the Clemson University IRB prior to implementation. [Clemson University IRB Website](https://www.clemson.edu/research/division-of-research/offices/orc/irb/whatneedsreview.html)

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| --- | --- | --- | --- |
| [ ]  | Approved | ► | Class project may begin as of the date of determination listed below. |
| [ ]  | Not approved  |  |  |
| Printed Name of Reviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of determination |

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| ►Class Project Title |       |

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| ►Principal Investigator (The PI must be a Faculty Instructor) | Name:       |
| Signature:      | Date:      |

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| ►Graduate Student Instructor (if applicable) | Name:       |
| Signature:      | Date:      |

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| ►Undergraduate Student Investigator | Name:       |
| Signature:      | Date:      |
| ►Undergraduate Student Investigator | Name:       |
| Signature:      | Date:      |
| ►Undergraduate Student Investigator | Name:       |
| Signature:      | Date:      |

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| ►Class Project Dates | Anticipated start date:       Anticipated end date:      **(Projects are approved for one semester only.)** |

**Screening questions:** If you check Yes to any of the questions below, your project will *not* be approved as a Psychology 3100 project.

|  |  |  |
| --- | --- | --- |
| Does any part of the project require that participants be deceived? | Yes [ ]  | No [ ]  |
| Will the project pose more than minimal risk; that is, will it expose participants to discomfort or stress beyond the levels encountered in daily life? | Yes [ ]  | No [ ]  |
| Will you ask participants about illegal activities (a category that includes drinking by persons under 21 years of age)? Will you focus on topics of a highly personal and private nature (e.g., sexual behavior, sexuality, eating disorder, alcohol and/or drug use)? | Yes [ ]  | No [ ]  |
|  |  |  |
| Will minors (people under the age of 18) be participants in the project? | Yes [ ]  | No [ ]  |
| Will identifiable private information (e.g., educational or medical records) be collected from other sources? | Yes [ ]  | No [ ]  |

**1. Project Purpose:** In non-technical terms, provide a brief description of the purpose of the project.

**Description:**

**2. Targeted Population:** (Groups specifically targeted for the project)

Describe the participants you plan to recruit and the criteria used in the selection process. Indicate if there are any special inclusion or exclusion criteria.

**Description:**

Age range of participants:       Projected number of participants:

|  |  |  |
| --- | --- | --- |
|  | [ ]  University students |   |
|  |  |  |
|  | [ ]  Employees[ ]  Other–specify:      |  |

**3. Project Locations:**

[ ]  Clemson University

[ ]  Other – specify

**4. Recruitment Method:**

Describe how participants will be recruited. How will you contact them? **Attach as a separate document a copy of any material you will use to recruit participants (e.g., advertisements, flyers, telephone scripts, pitches on Facebook, on other social media sites, or via email, cover letters, or follow-up reminders).** Note: Recruitment through the SONA system is not allowed for Psychology 3100 projects.

**Description:**

**5. Participant Permission:**

Include as a separate document a copy of the informational letter you plan to provide to your participants. A template for Psychology 3100 informational letters is available at https://www.clemson.edu/cbshs/departments/psychology/students/resources.html

**6. Procedures:**

|  |  |
| --- | --- |
| a. | What data will you collect?       |
| b. | How much time will it take to complete the survey?       |
| c. | How many data collection sessions will be required? Will this include follow-up sessions?       |

 d. How will you collect data?

[ ]  in-person contact [ ]  telephone

[ ]  snail mail [ ]  email

[ ]  website [ ]  other, describe

**Please include copies of surveys in a separate document. If the surveys have not been fully developed, provide information on the types of questions to be asked, or a description of the main issues that will be covered in the survey.**

**7.** **Protection of Identity:** Describe the security measures you will take to protect the **identity** of the information obtained. Will participants be identifiable through demographic data? Where will the data be stored and how will it be secured? Who will have access to the data? (Because data from all 3100 projects should be retained by the investigator, procedures must be in place to protect the identity of the participants.)

**Description:**

**Submission Instructions:** Please submit this form with your signature(s) to your Psychology 3100 instructor, along with your CITI training certificate(s), your information letter, your recruitment flyer or social media pitch, and all materials that participants will see.

After your instructor approves the project, a copy of this application will be filed in the Psychology Department office or, if electronic, on a Clemson approved iCloud storage system.