LAU
الجَـامعَـة اللبـنانيَّـة الأميركيَّـة
Lebanese American University

Institutional Review Board (IRB)

لجنة الأخلاقيات

IRB Process
Classroom Projects Under Research Methodology Courses

DOCUMENT CONTROL

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DEPARTMENTS INVOLVED

Department	Date notified	Description of involvement
LAU		Course Instructors - Research Methodology Courses

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1. ### PURPOSE

   This document summarizes the steps required for submitting a Classroom research project for review:

   1.1 Summary for Timelines of Review

2. ### RESPONSIBILITY

   LAU Faculty
   IRB Office (Administrators)

3. ### APPLICABILITY

   All Instructors planning to conduct a classroom research project under Research Methodology Courses.

4. ### DEFINITIONS AND ABBREVIATIONS

5. ### PROCESSES

   #### *5.1* Course Instructors for Classroom Projects under Research Methodology Courses

   *This type of application does not apply for **Senior Student or Masters Thesis projects**. The student must hence complete a separate Initial Application – please refer to section 5.2*

   5.1.1 The Course Instructor must fill a Classroom Project Application form and list all projects and students involved.

   5.1.2 If any of the projects does not fit into one of the Exempt categories and includes vulnerable populations, then an Initial Protocol Application must be filled separately and submitted (please refer to section 5.2).

   5.1.3 The Instructor must submit a course syllabus which includes the necessary training in respecting the privacy of the individuals, confidentiality of the data along with training in the relevant professional ethical standards for the conduct of research to the students.

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The Course will put special emphasis on the protection of human participants in research. Some of the main points will be:

- *Writing an informed consent or information sheet / introduction to surveys (depending on the type of research)*
- *Protecting personal data and maintaining confidentiality and anonymity*
- *Assess and discuss types of risk to the participants (social, economical, physical and psychological)*
- *Risk / benefit ratio – minimizing risk*
- *Additional protection of data – vulnerable population (E.G., CHILDREN, PRISONERS, ELDERLY, HIERARCHY)*
- *NIH training for the Protection of Human Subjects in Research is a recommended training for all students – website can be checked on the following link: https://phrp.nihtraining.com/users/login.php*

5.1.4 The course instructor and/or teaching assistant (s) must submit a Certificate of Completion for the on-line training for the "Protecting Human Research Participants".

5.1.5 The course instructor then submits the signed application along with all supporting documents to the IRB office. All documents must be sent electronically, and one hard copy should be forwarded to the IRB office.

5.1.6 Once the IRB Administrator receives the application and checks all submitted documents, the IRB Administrator then sends an email acknowledging receipt of the Research Project to the PI within 2 working days.

5.1.7 If documents are missing – incomplete – not signed – need amendments, etc. the PI is notified accordingly.

5.1.8 When the submission is complete, the research project application and all supporting documents are forwarded for review.

5.1.9 Please refer to section 5.2 for a table specifying of Timelines for IRB Review

5.1.10 If the study involves LAU students as participants, then the Deans of Students are informed as appropriate.

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5.2 Timelines for IRB Review

Type of Review*	Timelines**	Required Application***
Classroom Project	Review will take **7days** from the date of submission	Classroom Project Application

Detailed explanation for the different Types of Review can be found under Guidance Documents on the IRB website

** *Timelines noted are for complete submissions. If a submission is missing documents, the submission will be returned to the PI with clarifications. Timelines also vary if there are any major concerns to the project submitted.*

*** *All submissions must include a completed and signed application along with all required documents as noted at the beginning of each application.*

*** *Whenever required, all investigators on the application must complete and sign the Investigator Financial Disclosure Form.*

6   Appendices

Classroom Project Application