

CAT IRB Umbrella Faculty Contract



**Center for the Advancement
of Teaching**

The Center for the Advancement of Teaching (CAT) and the Institutional Review Board (IRB) formed a protocol by which the CAT serves as a proxy for the IRB and can thus review and approve Scholarship of Teaching and Learning (SoTL) research projects conducted here at Temple. The aim of this partnership is to provide a more streamlined process for IRB approval of small-scale, localized projects whose scope is limited to research on teaching and learning on our campuses. Please find below criteria and information to determine eligibility for this program.

Is Your Study Covered by This Contract?

To use this alternative approval path, you will need to:

- be a full-time Temple University faculty member;
- conduct unfunded research or research funded by internal sources only (if an external funding opportunity becomes a possibility, you will need to resubmit to IRB directly);
- not use video recording for data collection purposes (use of audio recording is permitted provided it is solely for research purposes and that the recordings are accessed and analyzed after the semester has concluded);
- ensure your study is a stand-alone case-study (not a controlled experiment) that is carried out in your classroom only and which is not part of a larger project (if your project organically changes into a larger project and/or if over time you decide to use this project as a pilot you must then submit directly to IRB) . . . to note, cross sectional investigations, e.g., instructors who teach more than one section of the same course can study their multiple sections (or labs/recitations) in which they are the instructor of record provided data collection activities are limited in order to ensure students are getting appropriate time dedicated to their class as it is regularly designed;
- avoid investigating psychological functioning, mental health, religious or political beliefs, at-risk behaviors, or anything else that would fall outside the scope of a typical learning environment and daily classroom activities;
- include only students at least 18 years of age and who are themselves able to provide consent to participate;
- avoid administering drugs or use invasive instruments in your study;
- avoid providing any economic compensations to participants;
- avoid providing extra-credit for participating in your study; and

- work with a colleague who will obtain student consent to participate, disseminate research instruments, and anonymize data . . . however, the requirement for a colleague to collect consent, administer instruments, anonymize data, etc., is not necessary if the instructor of record (the PI) sends their class a survey link with a consent form embedded and the survey does not collect identifiable information and as long as no follow up activity like a focus group is involved as that would include participants' names (once the semester is over and grades are submitted, you may look at names for focus group and interview recruitment, etc.).

Additional Guidelines

- As with all research projects that use human subjects (e.g., students), you must be up-to-date on your Collaborative Institutional Training Initiative (CITI) training. The Temple University IRB utilizes the CITI Program to provide research ethics education to the research community. The CITI program offers both initial and refresher courses covering human subjects research. You may access additional information about the training program and complete the trainings here:
 - <https://research.temple.edu/research-compliance/institutional-review-board-irb/irb-trainings-and-resources>
- Your study and the data you generate must focus only on your classroom by either investigating your teaching, your students' learning, the assessments and activities you implement, and/or any other phenomenon that manifests in a learning environment (e.g., student motivation, alignment of academic outcomes with course goals, faculty actions, etc.).
- You must be the instructor of record to conduct the study in the learning environment where you plan to conduct your research.
- If applicable, students must be informed that you will be conducting research within their respective course and receive their consent.
- Retroactive studies are ok with both deidentified and identifiable information provided grades have been submitted and the participants (students) are no longer in any class taught by the investigator/instructor of record.
- If you plan to use direct quotes in your data, data analysis, and/or publication, you must gain explicit written consent from your participants.
- Use of Cloud-based AI and other similar technologies for transcription purposes is not permitted.
- Your study should not intend to cause any discomfort for students and not have a scope beyond what would normally be encountered in a typical learning environment, nor burden students beyond what would be expected of a student in normal classroom conditions.
- Any pedagogical interventions used in the studies will be consistent with professional standards for responsible teaching practices.

- Data must be stored in a secure, protected location that only you, the researcher, has access to. For use on a computer, we suggest collaborating with the university to set-up a secure drive to store data. At a minimum, the secure location chosen to store data must use password protection.
- If data must be transferred via email, use TUSafeSend.
- Be sure to adhere to all institutional, professional, research-related, and ethical policies and guidelines expected of one conducting research.
- IRB will have access, if requested, to your protocol.

Participant Rights

If possible, we suggest providing participants written information about the study on your course syllabus. You may use the suggested language below:

- “Your instructor will be conducting a study of teaching and learning. The purpose of this study is to _____.
Your participation in this study is voluntary. If you choose to participate, it will begin _____ and end _____ and which will entail activities that do not differ significantly from the regular activities you would otherwise engage in as part of the course. If you are under age 18, inform your instructor so your work can be excluded from the study. If you choose not to participate in the study, it will not impact your grade or your relationship with the instructor.”

While there may be (rare) cases when participant consent is not needed, you should assume that you will need to obtain consent from all participants (please see the Consent Guide below as well as the Umbrella IRB Student Consent Form to assist you as you design your study). As you will see in the consent form, participants should be informed that:

- their participation is voluntary;
- they may refuse to participate;
- no harm will come to them if they do not participate (e.g., students’ grades will not be affected); and
- if they do agree to participate initially, they may withdraw from the study whenever they choose.

Consent Guide

This grid is to be used as a guide only: please speak to a member of the CAT before submitting to the Umbrella IRB and prior to beginning your study. Please note that use of direct quotes automatically requires explicit, informed, written consent. In addition, please refer to other sections of this contract as to when you can collect data during the semester and when you must work with a colleague to do so.

	Retrospective	Prospective
Consent Required	Use of direct quotes	Any research activity such as a survey questionnaire, focus group, interview, etc.
Consent Suggested but Not Required	If conducting artifact analysis only of your own former students, then consent is not required unless using direct quotes	If conducting artifact analysis only of your own former students, then consent is not required unless using direct quotes after the semester has been completed

Submission and Review Process

- Your submission will first undergo a preliminary review by a member of the CAT team who will then pass the review to another team member for final review. You will be notified that your submission is approved or receive feedback for you to address for resubmission. We will do our best to attend to your application in a timely manner.
- Please contact Benjamin Brock at benjamin.brock@temple.edu with any questions, comments, or concerns you may have.