

Course Proxy FAQ Sheet

1. What is a Course Proxy?

A Course Proxy is an affiliate or ranked faculty member who has IRB permission to approve students' classroom or individual human subjects research projects as Exempt. Course Proxies can only make decisions relevant to the current course in which they are the course facilitator. They cannot approve Expedited or Full Board Review research.

2. What requirements do I need to meet to be a Course Proxy?

To be a Course Proxy, affiliate or ranked faculty members must have CITI training certification, which is achieved by completing the CITI training course.

If you have not completed CITI training, the link can be found on the Regis Academic Research and Grants webpage, under "Required CITI Training." The required CITI training for Course Proxies typically includes completion of 6 modules listed within the "CITI Social Behavioral Research (SBR) Investigators" course. Additional modules may be required depending on the type of research being conducted. Contact the IRB for more detailed instructions.

<http://www.regis.edu/Academics/Academic-Research-and-Grants/Regis%20Review%20Boards.aspx>

To act as a Course Proxy, faculty must be the course facilitator for a class that requires human subjects research activities as part of the course (i.e., Research Methods, Capstone, and other classes). Some examples of such activities include: informal surveys, interviews, and field experiments. Course Proxies also review and approve Exempt research that does not involve human subjects, such as archival research, for the students in their class.

3. How long does it take to become a Course Proxy?

The turnaround time for Course Proxy approvals by the IRB is usually about 5 business days.

4. Where do I find the Course Proxy application?

The Course Proxy application can be found on the Regis Academic Research and Grants webpage, under "IRB Resources."

<http://www.regis.edu/Academics/Academic-Research-and-Grants/Regis%20Review%20Boards.aspx>

5. What is my job as a Course Proxy?

Your job is to review student (or class) human subjects research proposals and decide if they can be classified as Exempt. After careful review, if you believe they are Exempt, fill out the cover form of each proposal, indicating your decision and including your signature.

Your next step is to email the completed proposals to the IRB (irb@regis.edu) with a memo indicating that you reviewed and approved them as Exempt.

Human subjects research proposals that are **not** Exempt (i.e., are classified as needing Expedited or Full Board Review) must be emailed to the IRB (irb@regis.edu) for committee review after you have reviewed and signed them as the faculty advisor.

6. How often do I have to apply to be a Course Proxy?

Once your Course Proxy application has been accepted, your status as a Course Proxy is valid until the expiration of your CITI training certificate. At the beginning of each new academic year (end of August), please send an email to your school Dean indicating that you will be a Course Proxy and the relevant course(s) you will be teaching for the upcoming year. The Dean will compile a Notification List and send it to the IRB.

7. How do I decide if research is Exempt?

If you are uncertain about whether a research proposal would be classified as Exempt, there are resources to help you. Exempt Research Qualifications can be found under “IRB Resources” on the Regis Academic Research and Grants webpage.

<http://www.regis.edu/Academics/Academic-Research-and-Grants/Regis%20Review%20Boards.aspx>

8. Who do I contact if I need additional help while reviewing a student’s IRB proposal?

The members of the IRB committee are always willing to assist you in being an exceptional Course Proxy. If you have questions, call or email the IRB representatives in your college.

You can find a list of the current IRB members on the IRB webpage.

<http://www.regis.edu/Academics/Academic-Research-and-Grants/Regis%20Review%20Boards.aspx>