

## Completing the Culminating Experience (CE) form

Before the due date for Advancement to Candidacy (ATC) and Culminating Experience (CE) forms, we would like students to get a head start on completing the CE form that accompanies the ATC form.

All capstone projects that include human research volunteers must get the approval of the Institutional Review Board (IRB), either in a formal review of your research protocol documents (if it is judged to be human subjects research), or else in a review to determine that your project is exempt from the formal process because it is curriculum oriented and does not collect research data from people.

*What should you do?*

**First** look at the section of IRB website for language that can be used in describing your capstone project in the CE form that helps Grad Studies decide if your capstone needs to be approved by IRB-- please read [“Does My Project Require Review?”](#) to see if you need approval.

For example, a literature review and pedagogical implications or teaching materials based on your experience and published research and theory would clearly NOT involve human research subjects so it would not need to be reviewed to determine if it is exempt. On the other hand, a curriculum project that involves observations of classes, surveys, and/or conversations with teachers or students is likely to seem borderline to Grad Studies, so you should plan to apply for the IRB to formally determine that your project is exempt. Finally, if your project is intended to answer research questions by interviewing, observing, or collecting questionnaire responses from people (such as students, teachers, program directors, etc.), then it will very likely be a research project and you should plan to prepare a research protocol and informed consent forms using the templates available on the IRB website.

If you are still unsure if your capstone project involves human research subjects, then please consult with an MA TESOL faculty member or the staff of the IRB office as soon as the semester starts.

**Second...**

*if you and your faculty advisor are certain that your project does not need any IRB review, then you only need to prepare ATC and CE forms and capstone project proposal for the ATC advising meetings.*

*if your project needs any IRB review, either to determine it is exempt or for review of a research protocol and consent forms, then you need to complete the online CITI research ethics course if you have not already done so, and you need to have a recent [CITI certificate](#) (from within the past 2 years to show that you understand research ethics for protecting the rights and privacy of human subjects).*

Fill out the Application for Determination of Exemption (ADE) form - see below – and bring the ATC, CE, ADE forms to the meeting.

When you come for the ATC advising meeting, you will be ready to submit an Application for Determination of Exemption if your capstone project needs exemption.

At the meeting, we will assign an MA TESOL faculty member for your project, so that you can submit the online [Application for Determination of Exemption \(ADE\)](#) . **All online ADE applications now require a faculty sponsor.**

Please see this link for very clear details of the review process.

[https://research.sfsu.edu/protocol/require\\_review#course](https://research.sfsu.edu/protocol/require_review#course)



**View xForm - Application for Determination of Exemption**

**Application for Determination of Exemption**

**ADE Data Entry**

**Basic Information**

**Question to be entered**

**Form Created by**

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Enter the name or email address of the Principal Investigator for this study**

**Select the PI's college**

**Choose the appropriate department**

**Are there any co-investigators involved in this project?**

**Select your status at the university**

**Enter the name or SFSU email address of your faculty advisor**

**Email:** \_\_\_\_\_

*Note: if your faculty advisor's email address is not found, please check with your faculty advisor if he/she has a SFSU IRB Manager account. If not, please have your faculty advisor login to SFSU IRB Manager.*

**Attach the CITI Completion Certificate for the PI and Co-Investigator(s)**

**Is this project for a Culminating Experience Project?**

Y

**Please enter the date you anticipate submitting the CE Form**

**What is the title of your project?**

**Is this study funded?**

## **Study Information**

**Please explain the study purpose and activities in non-technical language**

### **Methods**

**Please select ALL the methods of data collection that will be employed in your study (multiple answers)**

**Please attach survey/interview questions here**

**Please select ALL the locations where data will be collected (multiple answers)**

**Please specify the location(s)**

**Will your project involve normal educational practices, such as: regular and special educational instructional strategies, or effectiveness or comparison of instructional techniques, curricula, or classroom management techniques?**

**Do you intend to share or disseminate your findings?**

*For example: publish, present at conference, make available to others outside the organization associated with the research, etc.*

**If yes or maybe, who do you plan to share your findings with?**

**Will data collected from participants be recorded in such a way that participants can be identified directly or indirectly? (Personal identifiers include: name, phone number, address, e-mail address, student ID number, etc.)**

No

**Will existing or archived data, documents, records or biological specimens be used?**

*(Existing means already collected at the time of completing this form)*

### **PI Certification**

**I certify that all of the information submitted is correct and I am ultimately responsible for my research. I will follow all applicable laws and SFSU policies. I will inform Human and Animal Protections if my research changes, as it may affect my exemption status.**

**I will follow all applicable laws and SFSU policies. I will inform Human and Animal Protections if my research changes, as it may affect my exemption status.**

**Date of Certification**