UNIVERSITY of MARYLAND BALTIMORE
FACULTY CENTER FOR TEACHING AND LEARNING

Submitting Educational Research to the IRB at UMB
A Faculty Planning Tool for Teaching and Learning Studies

Framing Note for Faculty and IRB Staff:
This tool was developed by the Faculty Center for Teaching and Learning (FCTL) to help faculty plan for educational research involving human participants. It is not a substitute for IRB guidance or CICERO submission requirements. All decisions regarding human subjects research fall under the authority of the IRB and HRPO.

Purpose:
This job aid is designed to support faculty at the University of Maryland, Baltimore (UMB) who are preparing to submit studies in the area of educational research, particularly the Scholarship of Teaching and Learning (SoTL), to the IRB via CICERO. It provides a protocol template that can be uploaded as additional documentation to support your application or used to prepare answers for the CICERO application.

Important Note: CICERO is a dynamic system. Depending on how you answer certain questions, additional or different sections may appear. This job aid is *not* a substitute for the CICERO application itself. Instead, it is a *pre-writing tool* to help you clarify your study and prepare content commonly required in IRB applications for educational research.

Step 1: Determine if You Need IRB Review
Ask Yourself:
- Am I planning to publish or present findings?
- Am I collecting data from students or colleagues?
- Am I making generalizable claims?

If yes, your project is likely qualified as human subjects research, and you must submit to the IRB.

Step 2: Choose Your Submission Path in CICERO
When asked in CICERO:
"Do you have a research protocol to upload?"
- If **Yes**: You may upload the completed Educational Research Protocol Template as supporting documentation (see below)
- If **No**: Use CICERO to complete your application directly. Use the template below to help organize your responses before entering them in the system.

NOTE: The application must include all relevant supporting documents, including:
- Consent forms
- Information sheets
- Recruitment materials (e.g., emails, flyers, scripts)
- Instruments (e.g., surveys, questionnaires, interview guides)
- Any material that will be presented to, viewed by, or read to participants

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Educational Research Protocol Template

You may upload this protocol as additional documentation to support your application or use it to prewrite your answers in CICERO. This format is particularly helpful for the Scholarship of Teaching and Learning (SoTL) or other classroom-, course-, or curriculum-based studies.

1. Study Title

Provide a concise title for your study.

(CICERO: Introduction Page > Full Title)

2. Background and Rationale

Briefly describe what led to the study (e.g., instructional challenges, curricular redesign, interest in improving student learning).

(CICERO: Lay Summary; Scientific/Scholarly Background)

3. Purpose/Objectives

State your research question(s) and study goals. What are you hoping to understand or improve?

(CICERO: Study Objectives; Justification/Objectives & Research Design > Question 1)

4. Study Design and Methods

Explain:

- Is this a survey, interview, observation, or document analysis?
- Are you comparing sections or groups?
- What instruments will be used (e.g., surveys, questionnaires, interview guides)?
- What data analysis methods will be used (e.g., descriptive statistics, thematic coding, regression)?
- What are the locations and formats of research activities (e.g., online, classroom, lab)?
- How much time will each activity require of participants?

*(CICERO: Study Procedures > Questions 1–5; Risk Level; Type of Research)**

5. Participants

- Who will participate (e.g., students, residents, faculty)?
- What is the age range of participants?
- What inclusion or exclusion criteria apply?
- How many participants do you expect? How was this number determined?
- How will participants be recruited?

*(CICERO: Participant Selection; Recruitment; Vulnerable Populations; Eligibility)**

6. Informed Consent

- Will consent be obtained? If so, how (written, electronic)?
- If you're using a waiver of consent, explain why it's appropriate.

(CICERO: Informed Consent Process)

7. Risks and Benefits

- Describe any risks (usually minimal in educational studies).
- State any direct benefits to participants or educational improvements.

(CICERO: Research-Related Risks; Potential Benefits and Alternatives)

8. Data Confidentiality and Storage

- How will data be collected (e.g., Qualtrics, audio recording)?
- How will it be stored securely?
- Who will have access to the data?

(CICERO: Confidentiality of Data; Privacy of Participants)

9. Dissemination Plans

- Where do you plan to present or publish this work?
- Will identifiers be removed in all reporting?

CICERO: Sharing of Results; Use of Data and Plans for Publication)

10. Optional: Study Team, Partnerships, and Funding

Consider preparing responses to these questions before entering CICERO:

- Who is on your study team, and what are their roles and qualifications?
- Do all members have current CITI training?
- Are there collaborators from other institutions or organizations?
- Is your project externally funded? If yes, by whom?

(CICERO: Research Team Information > Questions 1–3; Sites Where Research Will Be Conducted > Questions 2–3; Funding Information > Questions 1–3)

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CICERO Mapping Reference Table

(Use for general preparation only; CICERO questions may vary depending on your input)

Protocol Template Section	Where It Appears in CICERO
Study Title	*Introduction Page → Full Title*
Background and Rationale	*Lay Summary and Justification, Objective, & Research Design → Q3 & Q4*
Purpose / Objectives	*Justification, Objective, & Research Design → Q1 (Specific Aims), Q2 (Design Overview)*
Study Design & Methods	*Study Procedures → Q1–Q5 and Type of Research and Risk Level*
Participants	*Participant Selection → Q1–Q2, Age/Gender/Race → Q3–Q5, Eligibility & Recruitment*
Informed Consent	*Informed Consent Process → Q1–Q8, plus Consent Form Upload*
Risks and Benefits	*Research-Related Risks → Q1 and Potential Benefits and Alternatives → Q1–Q4*
Data Confidentiality & Storage	*Confidentiality of Data → Q1–Q8, and Privacy of Participants → Q1–Q3*
Dissemination / Publication Plans	*Sharing of Results → Q1, and select "Yes" if planning to share data*
Team, Partners, and Funding (Optional)	*Research Team Information → Q1–Q3; Sites Where Research Will Be Conducted → Q2–Q3; Funding Information → Q1–Q3*

Questions?

For help thinking through your educational research project design, contact the Faculty Center for Teaching and Learning (FCTL) at facultycenter@umaryland.edu.

For specific protocol or regulatory guidance, contact the HRPO IRB Office at hrpo@umaryland.edu.

This job aid is a supportive planning tool designed to enhance clarity and confidence in preparing educational research studies. It does not replace the formal IRB submission process or the dynamic decision-making features within CICERO.