For Institutional Review Board Use Only
Date Received: _____
IRB Protocol # _____

Approved: ☐ Yes ☐ No
Approval Expiration: _____

_____
IRB Chair Signature
The signature of the IRB Chair indicates that the activity described in the attached pages has been reviewed and approved.

Application for Research Qualifying as <u>Exempt</u> with Guidelines for Full Protocol Preparation

Researcher(s) _____

Researcher Email _____

Course #/Grant _____

Name of Project _____

<u>Directions</u>: If you believe that your project qualifies for exemption, please submit the following materials to the IRB: (a) a completed copy of this form; (b) a copy of your IRB Training Quiz; (c) a research proposal or thorough document of your procedures and materials. Please check all applicable items in Parts A and B and provide all relevant information in Part C. Either complete or attach a complete research proposal that addresses the items outlined in Part D. Research activities will only be considered for exemption from further review when **<u>all items</u>** in Part A **<u>and</u>** at least one item in Part B apply. If you cannot check an option in Part A, please complete the Expedited Application Form

Part A:

1. ☐ The research does not involve prisoners, fetuses, pregnant women, the seriously ill, or mentally or cognitively compromised adults as subjects.
2. ☐ The research does not involve the collection or recording of behavior which, if known outside the research, could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subject's financial standing, employability, or reputation.
3. ☐ The research does not involve the collection of information regarding sensitive aspects of the subjects' behavior (e.g., drug or alcohol use, illegal conduct, sexual behavior).
4. ☐ The research does not involve subjects under the age of 18 (Exception: research with subjects under the age of 18 may still be subject to exempt review if they are participating in projects that fall under categories 1, 3, 4 and/or 5 in Part B). Studies under Part B-2 that include minors should be submitted for expedited review.
5. ☐ The research does not involve deception.
6. ☐ The procedures of this research are generally free of foreseeable risk to the subject.

Part B (Check all categories that apply to your research project):

1. ☐ The research will be conducted in established or commonly accepted educational settings and will involve normal educational practices (e.g., research on regular and special education instructional strategies, research on instructional techniques, curricula, or classroom management methods).

2. ☐ The research will involve the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior. Information will be recorded anonymously (i.e., so that the human subject cannot be identified, directly or through identifiers linked to the subject).

3. ☐ The research will involve the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens. These sources are either publicly available or the information will be recorded anonymously (i.e., in such a manner that subjects cannot be identified, directly or through identifiers linked to the subject).

4. ☐ The research (including demonstration projects) will be conducted by or subject to the approval of federal department or agency heads, and is designed to study, evaluate, or otherwise examine:

    a. public benefit or service programs (e.g., social security, welfare, etc.);

    b. procedures for obtaining benefits or services under those programs;

    c. possible changes in or alternatives to those programs or procedures;

    d. possible changes in methods or levels of payment for benefits or services under those programs.

5. ☐ The research involves taste or food quality evaluations or consumer acceptance studies and the tested products are wholesome foods without additives or foods which contain additives at or below levels found to be safe by the FDA or approved by the EPA of the Food Safety and Inspection Service of the US Department of Agriculture.

Part C

1. Describe approximately how much time each subject is expected to devote to the research.

2. How data will be collected and recorded (e.g., with or without identifiers? what instruments, materials, or equipment will be used? will audio or video recording be employed in data collection?). Append copies of all written instruments and/or describe any apparatus with which subjects will be in direct contact.

3. Describe the methods for obtaining informed consent, or assent in the case of minors.

4. Describe the methods for preserving confidentiality (including plans for storing/ disposing of tapes and other data records).

5. Indicate any benefits/compensation that are expected to accrue to subjects as a result of their participation in the research. In the event that subjects will be paid, describe all payment arrangements, including how much subjects will be paid should they choose to withdraw from the

study prior to completion of the research.

6. Describe any relationship between researcher and subjects, such as: teacher/student; superintendent/principal/teacher, employer/employee. If such a relationship exists, how will it affect the subject's ability to participate voluntarily and how will the Researcher(s) handle it?

Part D

Please provide the information that is requested below. A research proposal may be attached.

1. What is the purpose of the proposed study (the research question) and what is the research hypothesis?

2. Describe the proposed subject sample and indicate. If subjects under the age of 18 will participate in your research, indicate the expected age range of the samples.

3. How will subjects be recruited and selected?

4. Describe all research methods and procedures that will be employed in this study.

RESEARCHER: READ THIS CERTIFICATION CAREFULLY. YOU ARE MAKING AN IMPORTANT COMMITMENT.

I understand that I am responsible for the safe conduct of this project. I will conduct this study in the manner described in this form. I will notify the Eureka College Institutional Review Board ***immediately*** to:

- Request review and approval of all proposed changes prior to implementation;
- Report any problem(s) that may put subjects at risk, including but not limited to adverse events (e.g., mental or physical adverse events/reactions, breach of confidentiality safeguards); and,
- Report any other problems associated with the conduct of this research (e.g., compliance).

I agree to comply with all copyright and record retention requirements designated by Eureka College Institutional Review Board (IRB), Federal and State governments, and other organizations/institutions associated with this research, including funding organizations and sponsors.

I have completed or will complete the IRB Ethics Training Quiz before this research commences as will all individuals who interact with human subjects or have access to their identifiable data.

_____	_____	_____
Researcher Signature (typed is fine)	Researcher Name	Date