

Form B

Request for Exempt Review

REQUEST FOR EXEMPT HUMAN PARTICIPANTS REVIEW

NAME _____ DATE _____
(Principal Investigator / Instructor)

TITLE OF RESEARCH PROJECT

BEFORE YOU MAY INITIATE ANY PHASE OF HUMAN SUBJECTS RESEARCH, THE INSTITUTIONAL REVIEW BOARD MUST REVIEW AND APPROVE: A SUMMARY OF YOUR RESEARCH PROTOCOL YOUR DATA COLLECTION INSTRUMENT, AND YOUR INFORMED CONSENT FORMS. EXAMPLES OF INFORMED CONSENT FORMS ARE CONTAINED WITHIN THE LEWIS UNIVERSITY POLICIES AND PROCEDURES APPENDIX. PLEASE FOLLOW THESE INSTRUCTIONS CAREFULLY.

Attach a copy of

1. A research protocol, to include:
 - setting for research (school, classroom, clinic, hospital, etc.)
 - anticipated dates of study
 - complete subject description including number, ages, adults, minors over 12, minors under 12, vulnerable populations (numbers 6, 7, 8 from Form A,) how selected or recruited
 - procedures including permissions from the site used, methods for attaining informed consent of subjects, methods for protection of anonymity or confidentiality of subjects, methods for protection from harm
 - data collection procedures including when administered, how administered, who administers
 - possible benefits and risks to subjects
 - where results will be disseminated (include on consent form)
 - where results will be kept for 3 years in locked storage
2. All consent forms
3. All data collection instruments except copyrighted instruments, which require a letter giving written approval for use

I claim exemption for the above titled research based on the following criteria

(check one or more of 1-6 and 7):

- 1 Research will be conducted in established or commonly accepted educational settings, involving normal education practices, such as research on regular and special education instructional strategies, or research on the effectiveness of, or comparison among, instructional techniques, curricula, or classroom management methods. Please list the courses in which the research will be conducted _____
 - 2 Research involves the use of educational tests such as, cognitive, diagnostic, aptitude, achievement.
 - 3 Research employs survey procedures or interviews which do not include minors.
 - 4 Research is limited to observations of public behavior of adult subjects.
 - 5 Research is limited to observations of public behavior with children as subjects in which the investigator does not participate in the activities being observed.
 - 6 Research involves the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens which are publicly available.
- AND
- 7 All information is recorded in such a manner that subjects cannot be identified either directly or through identifiers linked to the subjects.

RESEARCH INVOLVING SURVEY OR INTERVIEW PROCEDURES IS NOT EXEMPT FROM HUMAN SUBJECTS REVIEW IF CHILDREN ARE INVOLVED. RESEARCH INVOLVING OBSERVATION OF PUBLIC BEHAVIOR WITH CHILDREN AS SUBJECTS IS EXEMPT ONLY IF THE INVESTIGATOR DOES NOT PARTICIPATE IN THE ACTIVITIES BEING OBSERVED.

I have received training on the Federal Regulations (45 CFR 46) relating to Human Subjects research and am familiar with university policies for this area of research. I agree to abide by all pertinent regulations and policies.

I certify that all information submitted in this application for IRB approval is correct:

I have read and approve of the protocol:

Investigator / Instructor

Date

Faculty Sponsor (if appropriate)

Date
