

Barton College
Institutional Review Board for the Use of Human Subjects in Research
IRB Exemption Request (Administrative Review)

Title of Project: _____

Source of Funding (**required** information): _____
(if externally funded include sponsor name and university account number)

Principal Investigator: _____ Department/School: _____

RANK: Faculty Staff Student Other (specify): _____

Mailing Address: _____

Email: _____ Phone: _____ Fax: _____

Principal Investigator's Statement of Responsibility

As the principal investigator, my signature testifies that I have read and understood the University Policy and Procedures for the Use of Human Subjects in Research. I assure the Committee that all procedures performed under this project will be conducted exactly as outlined in the Proposal Narrative and that any modification to this protocol will be submitted to the Committee in the form of an amendment for its approval prior to implementation.

(typed/printed name of principal investigator) (signature) (date)

Faculty/Staff Sponsor (required for a submission from a student as Primary Investigator or for an outside investigator):

RANK: Faculty Staff Other (specify): _____ Department/School: _____

Mailing Address: _____

Email: _____ Phone: _____ Fax: _____

*As the faculty/staff sponsor, my signature testifies that I have reviewed this application thoroughly and will oversee the research in its entirety. I hereby acknowledge my role as the **principal investigator of record**.*

(typed/printed name of faculty/staff sponsor) (signature) (date)

***Electronic submissions to the IRB are considered signed via an electronic signature.**

On-Line IRB training

Indicate the date of completion of on-line IRB training:

Principle Investigator Check if certificate has previously been submitted
Sponsor (if necessary) Check if certificate has previously been submitted

PLEASE COMPLETE AND DELIVER TO:

Dr. Jackie Ennis, Chair, Institutional Review Board (jennis@barton.edu)

For IRB office use only

Review Decision:

- Exemption Granted - Exempt Under: b.1 b.2 b.3 b.4 b.6
 Not Exempt, Submit a full protocol

Reviewer (print) _____ Signature _____ Date _____

Project Description: *(Describe your project by providing a brief summary and answering the requests for information below.)*

1. Project Summary:
2. Description of subject population, including inclusion/exclusion criteria, age range, and any vulnerable populations that will be targeted for enrollment:
3. Description of how potential subjects will be approached about the research:
4. Description of how identifying information will be used and/or recorded (e.g. code numbers used that are linked via a master list to subjects' names):
5. Description of all study procedures, including topics that will be discussed in interviews and/or survey instruments:

**If a survey instrument or other documents such as a consent form that will be used in the study are available, attach them to this request. If informed consent is not necessary, an information or fact sheet should be considered in order to provide subjects with information about the study. The informed consent form template on the IRB website could be modified into an information or fact sheet.*

The Following are categories the IRB office uses to determine if your project qualifies for exemption *(a review of the categories below may provide guidance about what sort of information is necessary for the IRB office to verify that your research is exempt):*

Exemption Category: *(Choose only one of the following that specifically matches the characteristics of your study that make this project exempt)*

- 1. Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (i) research on regular and special education instructional strategies, or (ii) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.
- 2. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (i) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (ii) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability, or be damaging to the subjects' financial standing, employability, or reputation.
***Please Note- this exemption for research involving survey or interview procedures or observations of public behavior does not apply to research conducted with minors, except for research that involves observation of public behavior when the investigator(s) do not participate in the activities being observed.**
- 3. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior that is not exempt under paragraph (b)(2) of this section, if: (i) the human subjects are elected or appointed public officials or candidates for public office; or (ii) federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

- 4. Research, involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available, or if the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.
- 5. Not applicable (This option is not available.)
- 6. Taste and food quality evaluation and consumer acceptance studies, (i) if wholesome foods without additives are consumed, or (ii) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration, or approved by the Environmental Protection Agency, or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

Please explain why you think that your project is exempt under this category.