

*Please complete and return form to the
Office of the Registrar & Institutional
Research (Bauer-North, 1st Floor)*



*IRB Protocol Number
(IRB Administrative Use Only)*

Institutional Review Board (IRB) Exemption Form

DIRECTIONS: Submit this form to the Office of Institutional Research if you believe that your project qualifies for exempt review. Once this form has been turned in, you may begin your research. The CMC IRB will contact you if your research requires additional information or an Application for Review. *Please see www.cmc.edu/IRB for a complete list of materials required for submission.*

Principal Investigator _____ CMC ID # _____ ___ Faculty ___ Staff ___ Student
Department (& Institution if non-CMC) _____ Phone _____ Email _____
Campus Address _____ Beginning and completion dates of research _____ to _____
Title of Project _____

Please check all applicable items in Parts A and B and provide all relevant information in Part C. *Research activities will only be considered for exemption from further review when all items in Part A and at least one item in Part B applies.*

Part A:

The research does not involve prisoners, fetuses, pregnant women, the seriously ill, or mentally or cognitively compromised adults as subjects.

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.

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).

The research does not involve subjects under the age of 18 (If research involves children as participants, the research must be limited to educational tests (cognitive, diagnostic, aptitude, achievement) and observation of public behavior when the investigator(s) do not participate in the activities being observed. Research involving children that uses survey procedures, interview procedures, or observation of public behavior when the investigator(s) participate in the activities being observed cannot be granted an exemption)

The research does not involve deception.

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):

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).

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). [Survey/interview/observational research in which elected or appointed public officials or candidates for public office serve as subjects is exempt whether or not data collection is anonymous].

___ 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).

___ 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:

- (i) Public benefit or service programs (e.g., social security, welfare, etc.);
- (ii) procedures for obtaining benefits or services under those programs;
- (iii) possible changes in or alternatives to those programs or procedures;
- (iv) possible changes in methods or levels of payment for benefits or services under those programs.

___ 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 - Please provide all relevant information for the following (include attachments if needed):

- Purpose of the proposed study _____

- Proposed subject sample (ex: CMC sophomores enrolled in INT 199) _____

- Recruitment and selection method (ex: e-mail invite to take online survey) _____

- List of equipment and materials (attach hard copies of surveys, questionnaires, etc.) _____

- Benefits expected to accrue to subjects as a result of their participation in the research _____

The principal investigator assures the IRB that all procedures carried out under the project will be conducted by persons legally and responsibly entitled to do so, and that any deviation from the submitted project (change in principal investigator, participant recruitment procedures, research methodology, etc.) will be submitted to the IRB for approval prior to implementation.

Principal Investigator (signature) _____ **Date** _____

I have verified that this research proposal is methodologically sound, that it minimizes risk to participants, and that the consent form is adequate.

Faculty/Director Sponsor (printed name) _____ **Department** _____

Faculty/Director Sponsor (signature) _____ **Date** _____

IRB Review Board Action:

- ___ Certified by IRB as exempt from review
- ___ Not Exempt; Application for Review required

IRB Representative (printed name) _____ **Title/Dept.** _____

IRB Representative (signature) _____ **Date** _____