**Kentucky Wesleyan College**

**Institutional Review Board (IRB)**

**Exempt Form**

**Directions for Submission of Application:** Please fill out all questions completely. Responding to each question on this application fulfills one of the requirements for the ethical conduct of researchers. If a question does not pertain to your study, indicate not applicable (NA) following the question. DO NOT DELETE OR MODIFY questions from this application.

**Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of submission of IRB application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Principal Investigator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Correspondence Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Is the principal investigator a student? \_\_\_\_\_Yes \_\_\_\_\_No**

**If principle investigator is a student, faculty advisor and contact information must be provided. In addition, the IRB application must be submitted to the IRB chair by the faculty advisor.**

**Faculty advisor:**

**Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Co-investigators (include telephone and email for each investigator):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Note: If the student is the primary investigator, the faculty supervisor must be indicated as a co-investigator****.*

**Anticipated Start Date for the Research: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Anticipated Ending Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Project Description.** Provide a description of the research including 1) recruitment of participants, 2) the consent process, 3) methods/procedures used for data collection, 4) data storage, and 5) who will have access to the data.

**Email an electronic copy of applicable survey, questionnaire or focus group questions; recruitment documents; consent forms; letters of agreement and approvals from other institutions to the IRB committee.**

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**Exemption Certification.** Identify which criterion for exemption applies for this research.

\_\_\_1. Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (a) research on regular and special education instructional strategies, or (b) 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: (a) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (b) 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.

\_\_\_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 (2) of this section, if: (a) the human subjects are elected or appointed public officials or candidates for public office; or (b) 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. [Note: To qualify for this exemption ALL of the data, documents, records, or specimens must be in existence before the project begins.]

\_\_\_5. Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine: (a) public benefit or service programs; (b) procedures of obtaining benefits or services under those programs; (c) possible changes in or alternatives to those programs or procedures; or (d) possible changes in methods or levels of payment for benefits or services under those programs.

\_\_\_6. Taste and food quality evaluation and consumer acceptance studies, (a) if wholesome foods without additives are consumed or (b) if a food is consumed that contains a food ingredient at levels found to be safe, or agricultural chemical or environmental contaminant at levels 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.

\_\_\_7. The research project has been approved by another IRB (identify the institution where research has been approved\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_). A letter of approval must be attached to this application.

**I understand Kentucky Wesleyan College’s policy concerning research involving human participants and I agree to 1) accept responsibility for the scientific and ethical conduct of this research study 2) obtain prior approval from the IRB before amending or altering the research protocol or implementing changes in the approved consent form 3) immediately report to the IRB any serious adverse reactions and/or unanticipated effects on participants which may occur as a result of this study 4) that upon review of this form, the IRB may request either a full review of the project or that the protocol be revised and resubmitted.**

**\_\_\_\_\_I agree with the above statement**

**\_\_\_\_\_I do not agree with the above statement**

**Name of Principal Investigator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**IRB Submission Checklist**

Indicate not applicable (NA) for those items not used in your study.

\_\_\_\_\_All questions on the IRB application answered completely and accurately

\_\_\_\_\_Faculty advisor listed

\_\_\_\_\_Collaboration letter submitted

\_\_\_\_\_Agreement letter for recruitment submitted

\_\_\_\_\_Electronic copies of marketing and recruitment materials submitted

\_\_\_\_\_Electronic copy of surveys or questionnaires submitted (a link to the survey is not

sufficient – word files must be emailed to the IRB chair.)

\_\_\_\_\_Electronic copy of informed consent submitted

\_\_\_\_\_The consent (and assent) form is completely free of grammatical and spelling errors.

\_\_\_\_\_Pages of the consent (assent) form are numbered properly (1 of 2; 2 of 2; etc.)

\_\_\_\_\_You have read, understood and placed your name on the certification document