

# Institutional Review Board (IRB)

## EXEMPT APPLICATION FORM



IRB Application Number \_\_\_\_\_  
(Office Use Only)

## Institutional Review Board (IRB) Exempt Application

### Project Information

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

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

Is the principal investigator a student?

Yes  No

If the principal investigator is a student, then does the research fall under the category “action research” and/or a project conducted to fulfill course requirements?

Yes  No

If the project is conducted to fulfill course requirements, will the result of the research be shared outside of the context of the particular course from which it originates?

Yes  No

### Principal Investigator Information

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

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

Address: \_\_\_\_\_

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

# Institutional Review Board (IRB)

## EXEMPT APPLICATION FORM



### Co-Investigator Information

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

Co-Investigators: \_\_\_\_\_ Co-Investigators Telephone: \_\_\_\_\_

Co-Investigators Email: \_\_\_\_\_

### Project Details

Describe potential or confirmed funding sources for this research project, if any.

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

Provide a description of the research including access to and recruitment of subjects, methods/procedures, consent process, data collection, and storage. Please attach the additional documents that will be used in this research e.g. survey instrument, flyers, consent document, grant application/contract, etc.

**Attach Documents**

# Institutional Review Board (IRB)

## EXEMPT APPLICATION FORM



### Training Documentation:

Please provide a copy of your training on human research protections based on the requirements of the revised Common Rule. From The US department of Health and Human Services (HHS) and The Office for Human Research Protections (OHRP) which can be found at [HHS The Office for Human Research Protections](#)

Link all 5 certificates into one PDF document before uploading.

**Attach Certificates**

### Exemption Certification:

Identify which criterion for exemption applies for this research.

- 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.
- 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.
- 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) federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.
- 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

# Institutional Review Board (IRB)

## EXEMPT APPLICATION FORM



be in existence before the project begins.]

- 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.
- 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 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.
- Research that has already been approved by another IRB. Identify institution where research has been approved\_\_\_\_\_. A letter of approval must be attached to this application. **Attach Letter**

# Institutional Review Board (IRB)

## EXEMPT APPLICATION FORM



I understand the Colorado Mountain College's policy concerning research involving human participants and I agree:

1. To accept responsibility for the scientific and ethical conduct of this research study;
2. To obtain prior approval from the IRB before amending or altering the research protocol or implementing changes in the approved consent form;
3. To 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.

Signature of Principal Investigator \_\_\_\_\_ Date \_\_\_\_\_

Submit Completed Application to Department of Institutional Research: