

**Governors State University  
Institutional Review Board  
Project Exemption Review Form**

PROJECT DIRECTOR: (GSU faculty or staff member who is coordinating the research project or thesis):

STUDENT RESEARCHER: (if appropriate)

COLLEGE:

DIVISION/DEPT.:

PROJECT TITLE:

PROPOSED PROJECT DATES:

FUNDING AGENCY OR RESEARCH SPONSOR:

FUNDING AGENCY IDENTIFICATION NUMBER:

PROJECT DIRECTOR'S MAILING ADDRESS:

PROJECT DIRECTOR'S TELEPHONE NUMBER:

E-MAIL ADDRESSES OF PROJECT DIRECTOR (S) AND ALL STUDENT RESEARCHERS

The project director believes that the proposed project is eligible for exempt review status because:

A: the project involves no risk or minimal risk to the subjects

**and**

B. the project does not include participants from any of the following populations:

- i. Minors
- ii. Prisoners

**and**

C. at least one of the following applies (check all that apply):

Note: Research activities in which the only involvement of human subjects will be one or more of the following categories are exempt from full committee review unless the research is covered by other subparts.)

\_\_\_\_\_ Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as:

research on regular and special education instructional strategies, or 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:

subjects are minors

information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and

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 the educational tests (cognitive, diagnostic, aptitude, achievement); survey procedures; interview procedures or observation of public behavior that is not exempt under paragraph (B.) of this section if:

the human subjects are elected or appointed public officials or candidates for public office, or 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.

\_\_\_\_\_ Taste and food quality evaluation and consumer acceptance studies, if wholesome foods without additives are consumed or 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 and Safety and Inspection Service of the U.S. Department of Agriculture.

Please include each of the following, and **attach separately**:

I. **ABSTRACT**: (150 WORDS OR LESS) **Please attach separately.**

II. **PROTOCOL**: (Describe procedures to which humans will be subjected. Use additional pages if necessary) **Please attach separately.**

III. **BENEFITS and RISKS**: (Describe the benefits and risks to the individual and/or humankind.) **Please attach separately.**

**IV. CONFIDENTIALITY OF DATA** (Describe the methods to be used to ensure the confidentiality of data obtained, including plans for final disposition or destruction, debriefing procedures, etc.) **Please attach separately.**

**V. CONSENT:** (Attach a copy of the CONSENT FORM(S) to be signed by the subject and/or any STATEMENT(S) to be read to the subject, or INFORMATIONAL LETTER to be directed to the subject.) **Please attach separately.**

**VI. MANDATORY IRB TRAINING documentation:** **Please attach a copy** of your CITI investigator training certificate. Your application cannot be approved without evidence of completion of CITI training.

*I certify that the protocol and method of obtaining informed consent as approved by the Institutional Review Board will be followed during the period covered by this research project. Any future changes will be submitted for IRB review and approval prior to implementation.*

Signatures required:

Project Director (GSU Faculty Member) \_\_\_\_\_ Date \_\_\_\_\_

Student Researcher \_\_\_\_\_ Date \_\_\_\_\_

## VII. INSTITUTIONAL ENDORSEMENTS

Your endorsement is requested to assure the Institutional Review Board that your office is aware of the existence and status of this research activity.

Division/Department Chair \_\_\_\_\_ Date \_\_\_\_\_

Dean \_\_\_\_\_ Date \_\_\_\_\_

Please return to: Institutional Review Board  
c/o Veronica Hunt  
Office of the Provost  
G 353

IRB Chair or  
Representative \_\_\_\_\_ Date \_\_\_\_\_

For further details, refer to text of the Code of Federal Regulations, Chapter 45, Part 46, Subparts A-E in the University Library's Federal Document collection