

**D'Youville****EXEMPT REVIEW APPLICATION**

Human Subjects Research: Institutional Review Board

**IDENTIFYING INFORMATION**

Researcher: \_\_\_\_\_ Telephone Number (\_\_\_\_) \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Program: \_\_\_\_\_  
 Address: \_\_\_\_\_

**RESEARCH** IRB disposition letter will be electronically emailed.

Research Director: \_\_\_\_\_  
 Research Title: \_\_\_\_\_

Please note: all applications must be written in the future tense. Exceptions include previous pilot work, CITI/NIH training, or creation of instruments (past tense), or instances when present tense makes sense (e.g. "I am a Professor of Nursing..."). Any recruitment, research to be conducted, etc. should be in the future tense.

**CRITERIA** Check the box next to the criterion or criteria under which you are seeking exempt review.

- Research which does not utilize human subjects
- Research involving the collection or study of existing data, documents, records, or pathological or diagnostic specimens, from publicly available sources or if the information is recorded in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects such as in content or secondary data analyses.
- Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as research on regular or 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, or achievement), anonymous survey or interview procedures, or observation of public behavior and, the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects, and any disclosure of the human subjects' response outside the research could not reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation.
- Taste and food quality evaluation and consumer acceptance studies where wholesome foods without additives are consumed, or in which 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 involving the use of educational tests (cognitive, diagnostic, aptitude, or achievement), survey or interview procedures, or observation of public behavior and the subjects are elected or appointed public officials or candidates for public office.
- 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: (i) public benefit or service programs; (ii) procedures for obtaining benefits or services under those programs; (iii) possible changes in or alternatives to those programs or procedures; or (iv) possible changes in methods or levels of payment for benefits or services under those programs.

**DESCRIPTION** Summarize the purpose, source(s) of data, and HOW the planned research meets the above criteria; attach more pages if needed.

**SIGNATURES** The proposed research may NOT begin until a formal Letter of IRB Approval has been received.

The researcher's signature indicates that during all phases of the conduct of this research he or she will insure the practical application of the general ethical principles identified by the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research, including respect for persons, beneficence, and justice. The researcher will respect the confidentiality of information obtained from or about subjects in this research and will protect all subjects' privacy by not disclosing any information in a way in which an individual may be identified.

The Graduate Research Director's signature indicates that all IRB application materials have been reviewed and approved by the Graduate Research Director prior to their submission to the IRB.

\_\_\_\_\_  
Researcher's Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Graduate Research Director's Signature