**INSTITUTIONAL REVIEW BOARD FOR THE**

**UNIVERSITY OF MARY WASHINGTON**

**APPLICATION FOR EXEMPT STATUS REVIEW OF RESEARCH**

**INVOLVING THE USE OF HUMAN SUBJECTS**

**Prior to completing this form, read and follow the** ***Exempt Status Instructions and Definitions*** (<https://provost.umw.edu/irb/instructions-and-forms/>) and review the *Manual of Policies and Procedures for the Institutional Review Board at the University of Mary Washington* at the same location.

**NOTE:** Exempt status means that this application will be reviewed by one member of the IRB who will determine if your study meets the criteria for this level of review or if an Application for Expedited Review is needed. In most cases, Exempt Status **requires informed consent** of participants, and appropriate forms must be attached.

ALL APPLICATIONS MUST BE ACCOMPANIED BY PROOF OF ETHICS TRAINING FOR EACH INVESTIGATOR INVOLVED IN THE RESEARCH(<https://provost.umw.edu/irb/irb-training/>).

**This is an official form; do not alter or remove any questions or instructions on this form. To avoid delays, all questions must be answered completely. Incomplete forms will be returned to the applicant for additional information.**

**A. Project and Primary Investigator**

The individuals named below are the main contacts for communication between the IRB and the research team. List additional researchers on the Signatures page below.

**1.** Title of proposal:

**2**. Faculty/staff primary investigator or faculty supervisor for student research.

 Name: Email:

 Department: Phone:

**3.** Student: Email:

**4.** Is this a revision of an application for the same study that was previously approved by the IRB?

 Yes No

**5.** Is this research being funded in whole or part with federal dollars?

 Yes No

**B. Exempt Status Categories**

The proposed research project involves only procedures in one or more of the following categories, and will be carried out using standard methods as described in Section C “Description of Research” below. **Place an X in the appropriate space(s).**

**To complete this section, refer to the descriptions and limitations of each category and explanations of terminology** **on the *Exempt Status Instructions and Definitions*** (<https://provost.umw.edu/irb/instructions-and-forms/>).

**1.**  **Educational Settings:** Research on adults or children that is conducted in established or commonly accepted educational settings and specifically investigates normal educational practices that are not likely to adversely impact students or teachers.

**2.**  **Tests, Surveys, Interviews, or Observation:** Research on adults (or in limited cases children as explained in the *Exempt Form Instructions*) using only these procedures, involving no more than minimal risk, and only if adequate privacy and confidentiality measures are in place.

**3.**  **Benign Behavioral Interventions:** Research only on adults, which may occur in conjunction with verbal or written responses. This category requires that subjects give consent before participating (including consent to possible deception) and that adequate privacy and confidentiality measures are in place.

**4.**  **Secondary Research Not Requiring Consent:** Use of identifiable private information from adults or children that is publically available or which the researcher will use without identifiers and without contacting participants.

**5.**  **Research and Demonstration Projects for a Federal Agency:** Projects conducted by or approved by a federal department or agency, and which are designed to study the agency’s programs.

**6.**  **Research on Taste and Quality of Foods:** Research on adults or children to investigate taste and food quality or consumer acceptance, involving wholesome foods with no additives, or involves foods with the type and amount of ingredients that meet federal safety standards.

**7.**  **Storage and Maintenance of Data for Secondary Research:** Collection of identifiable private information from adults or children for potential use in future research, when adequate privacy and confidentiality measures are in place and Broad Consent has been obtained.

**8.**  **Secondary Research Requiring Consent**: Use of identifiable private information from adults or children not collected by the researcher for the current study, when adequate privacy and confidentiality measures are in place and Broad Consent has been obtained.

**C. Description of Research**

Briefly describe the proposed research, consistent with the Exempt Status Category selected in Section B above, and following the *Exempt Status Instructions and Definitions* (<https://provost.umw.edu/irb/instructions-and-forms/>).

**1.** **Rationale for and goals of the research** (e.g., research questions; benefits to society)

**2.** **Setting and participant population** (age range; method of identification and recruitment)

**3.** **Data collection procedures and interventions** (attach all data collection instruments; indicate if any voice, video, digital or image recordings will be used)

**4.** **Privacy and confidentiality measures** (during the research and in any reports or presentations)

**5.** **Foreseeable risks to participants** (physical, psychological, economic or social, even if minimal)

**6.** **Direct benefits to participants** (incentives, compensation, etc.; or indicate if none)

**D. Informed Consent**

In most cases, research involving human subjects requires informed consent of participants. Before completing this section, **carefully read and follow the *Instructions for Informed Consent*** (<https://provost.umw.edu/irb/instructions-and-forms/>) and templates provided. Under limited circumstances, the IRB may waive aspects of informed consent (see Subsections 3 and 4 below).

**1. Types of Consent:** Place an X in the space provided to indicate the type(s) of informed consent that you plan to obtain from participants in your research. Select all that apply. **Attach copies of the consent form(s).**

 Informed consent of adult participants

 Informed consent of legal representative (parent)

 Assent of child participants

 Broad consent (applies only to Exempt Categories 4, 7, and 8)

**2.** **Translation:** Informed consent must be obtained using language the participants will understand. Place an X in the space provided to indicate if informed consent will be obtained using a language other than English, and follow instructions for obtaining translations on the *Instructions for Informed Consent* (<https://provost.umw.edu/irb/instructions-and-forms/>). Attach both the English version and the translation(s).

**3.** **Waiver of Signatures on Consent Forms:** Under limited conditions such as with online or telephone surveys, the IRB may waive the requirement for obtaining participants’ signatures on informed consent forms. See the *Instructions for Informed Consent* (<https://provost.umw.edu/irb/instructions-and-forms/>).Place an X in the space provided if you want the IRB to waive the requirement for participants’ signatures, and **explain** your reasons below, based on those instructions. **Attach the consent form(s) you plan to use**.

**4.** **General Waiver of Consent**: Under limited conditions, the IRB may waive the requirement for informed consent, as explained on the *Instructions for Informed Consent* (<https://provost.umw.edu/irb/instructions-and-forms/>).Place an X in the space provided if you want the IRB to waive the requirement for participants’ signatures, and **explain** your reasons below, based on those instructions.

**E. Attachments**

Place an X in the space provided for each item that accompanies this IRB application:

 Data collection instruments (all tests, surveys, interview questions, observation forms, etc.)

 Consent form(s)

 Assent forms for research with children

 Broad Consent form (applies only to Exempt Categories 4, 7, and 8)

 Debriefing form

 Certificates of ethics training for each researcher, including faculty supervisor (**Required**)

 Other:

**Complete the “Signatures” page below.**

**Submit the completed IRB Application to your department’s IRB reviewer or the IRB Chair,**

**as listed on the IRB website:** <https://provost.umw.edu/irb/board-members/>

**Signatures**

**Primary Investigator or Faculty Supervisor**

If the proposed research is to be conducted by one or more UMW students, this part must be signed by the faculty member supervising the student research. Otherwise, this part should be signed by the UMW faculty member or administrative staff member who is the primary investigator and IRB contact for the proposed study. **Authentic signatures are required**.

*My signature below certifies that I have reviewed the information on this form and the attachments, and believe it is complete and accurate according to all instructions and IRB policies.*

*I certify that I and, if applicable, the students I am supervising, are qualified to conduct this research and have completed the ethics training required by the UMW IRB.*

*I will take full responsibility for the conduct of the research according to the version of this application form approved by the UMW IRB, including responsibility for notifying the IRB in case of any unanticipated problems or adverse events occurring during the research.*

 Name: Email:

 Department: Phone:

 Signature: Date:

**Additional Researchers**

All individuals involved in the collection, recording, and/or analysis of data for the proposed research must sign and provide the information below. All researchers should sign and submit certificates of ethics training. **Authentic signatures are required**.

*My signature below indicates that I understand and will follow the procedures for the conduct of the proposed research according to the Application for Exempt Status approved by the UMW IRB.*

**Researcher**

Indicate if you are: UMW student Faculty/Staff

 Name: Email:

 Signature: Date:

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Indicate if you are: UMW student Faculty/Staff

 Name: Email:

 Signature: Date:

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Indicate if you are: UMW student Faculty/Staff

 Name: Email:

 Signature: Date:

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Indicate if you are: UMW student Faculty/Staff

 Name: Email:

 Signature: Date:

**Additional signature pages may be attached as needed.**