Office of Sponsored Programs
Internal Review Board, Research Compliance
1200 North DuPont Highway
Cottage 502
Phone: 302-857-6810
Fax: 302-857-6804

IRB Exempt Application

Section I: Which of the following exemption categories do you believe applies to your project? (by checking the box you are indicating that this category applies to your study)

- ☐ Category 1-Research conducted in established or commonly accepted educational settings, involving normal educational practices such as (i) research on regular and special education instruction strategies, or (ii) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods
- ☐ Category 2-Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior , unless: (i) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects (ii) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal and/or civil liability
- ☐ Category 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 Category 2 above, if: (i) the human subjects are elected or appointed public officials or candidates for public office (ii) federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research
- ☐ Category 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
- ☐ Category 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: (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
- ☐ Category 6-Taste and food quality evaluation and consumer acceptance studies, (i) if wholesome foods without additives are consumed or (ii) 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, the Food Safety and Inspection Service of the U.S. Dpt of Agriculture

Section II: General Information

Type of Project:

Project Title:

Study Objective:

Contact Information:

Principal Investigator Name:

Principal Investigator Department:

Preferred Phone #:

Preferred Email Address:

Faculty Sponsor Name:

Faculty Sponsor Department:

Faculty Preferred #:

Are there any additional Key Personnel to be listed on this study?

◯ YES

◯ NO

Section III: Collaborating Institutions/Facilities

Other Collaborating Institutions/Facilities

If you are collaborating with other sites, provide the name of each institution/facility (e.g. other than university, k-12 school, nursing home, tribal affiliation, etc.) and describe the type of involvement of each institution (e.g. recruitment, enrollment/consenting, study procedures, follow up, data analysis.) Indicate if IRB approval/site permission is attached (indicate yes, no or pending.) You will need to obtain IRB approval from every collaborating institution that has an IRB before you can initiate research there.

Will the research be conducted with involvement of a collaborating institution?

◯ YES

◯ NO

◯ PENDING

IRB Approval/Site Permission Attached?

◯ YES

◯ NO

International Research

Note: You may need to obtain IRB Approval in the country where the research is taking place and /or a Federal Wide Assurance Number with the Office of Human Research Protocol (OHRP). Please see the OHRP Website for additional information.

List Location(s)

Name Collaborating Institution/Facility:

Describe Involvement:

IRB/Ethics Approval and /or Site Permission Attached?

◯ YES

◯ NO

If the PI, Student Researcher or other key personnel has an affiliation/appointment with an institution listed above please explain:

Section IV: Funding

It is the responsibility of the Principal Investigator to notify the IRB via an Amendment (IRB-3) form if the funding sources changes.

- ☐ Department Funds
- ☐ External (including subawards)
- ☐ Research Incentive Account
- ☐ Faculty Start-Up Funds
- ☐ Investigator Out-of-Pocket
- ☐ Unfunded
- ☐ Other

Section V: Human Participants

Total Number of participants to be enrolled?

If you are enrolling more than one, population describe the total enrollment including an explanation of gender, ethnicity, income, level of education and age range.

Describe how the participants will be recruited. Attach copies of all advertisement/recruitment materials for IRB review.

Special populations. Identify any special participant population(s) that you will be specifically targeting for the study. Check all that apply.

- ☐ Minors
- ☐ Pregnant Women/Neonates
- ☐ Members of the Armed Forces
- ☐ Students
- ☐ Employees
- ☐ Economically/Educationally Disadvantaged
- ☐ Other

Signature