**Wartburg College Institutional Review Board Request for Exempt Status**

**Researchers conducting studies that meet criteria to be exempt from institutional review board approval need to register with Wartburg College’s IRB. Complete this form and submit it as an electronic file to** **IRB@wartburg.edu****. Students, your faculty/staff research advisor must submit this form.**

The exemptions below **do not apply** in the following cases:

1. The research utilizes deception or deceptive research strategies.
2. The research exposes the subjects to risk (discomfort, harassment, etc.) at higher levels than is typically encountered in daily life.
3. The research involves prisoners, those confined involuntarily or detained.

Exempt status is determined by Wartburg College’s Institutional Review Board and is not at the discretion of the primary investigator or his/her research assistants/students.

**Name(s) of Principal Investigator(s):**

Click here to enter text.

**Faculty/Staff Research Advisor’s Name (if applicable):**

Click here to enter text.

**Title of Project:**

Click here to enter text.

**Principal investigator's e-mail address, college mailing address, and telephone number:**

Click here to enter text.

**PART A: PROJECT OVERVIEW**

Provide a brief (one to two sentence) statement regarding the purpose of the proposed research project.

Click here to enter text.

Provide a brief (100 words or fewer) overview of the study’s method/procedure.

Click here to enter text.

Provide a brief review of the background literature (including references) on which your study is based. Include only the most important references relevant to your study. If your study includes demographic variables, or other details that may lead to identification of participants, include justification for including these variables. ***Limit this section to 300 words or fewer*** (including references). **Do not attach additional pages.**

Click here to enter text.

**VIII. Human Subjects Research Protection Exemption Categories:** Federal law 45 CFR 46.101(b) identifies the six (6) EXEMPT **categories listed below using the language found in the legislation.** *Check all that apply to your project or study and explain why your proposed project or study falls into the category.*

**NOTE:** The exemptions at 45 CFR 46.101(b) do not apply to research involving prisoners, fetuses, pregnant women, or human in vitro fertilization. The exemption at 45 CFR 46.101(b)(2), for research involving survey or interview procedures or observation of public behavior, does not apply to research with children, except for research involving observations of public behavior when the investigator(s) do not participate in the activities being observed.

**Special Note to Grant Project Directors:** In most cases, your grant projects are not what we traditionally think of as research studies. Nevertheless, the participant data, pre- and posttests of student learning, and other information you generate, compile, analyze, and report on in carrying out project activities and project evaluation are now considered Human Subjects Research by federal funding agencies. As you review the exemption categories listed below, think about the data you are collecting and reporting for the participants you serve and other data you will be using for project evaluation purposes.

***Check all that apply to your project or study and explain why your proposed project or study falls into the category.***

[ ] (1.) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (i) research on regular and special education instructional strategies, or (ii) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods. *Please provide an explanation as to how your research falls into this category:*

Click here to enter text.

[ ] (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; AND (ii) 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. *Please provide an explanation as to how your research falls into this category:*

Click here to enter text.

[ ] (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 paragraph (b)(2) of this section, if: (i) The human subjects are elected or appointed public officials or candidates for public office; or (ii) federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter. *Please provide an explanation as to how your research falls into this category:*

Click here to enter text.

[ ] (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. *Please provide an explanation as to how your research falls into this category:*

Click here to enter text.

[ ] (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: a) public benefit or service programs; b) procedures for 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 or payment for benefits or services under those programs. *Please provide an explanation as to how your research falls into this category:*

Click here to enter text.

[ ] (6.) Taste and food quality evaluation and consumer acceptance studies, a) if wholesome foods without additives are consumed or b) if a good 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 Inspective Service of the U.S. Department of Agriculture. *Please provide an explanation as to how your research falls into this category:*

Click here to enter text.

**Electronically sign your full name and provide the date in the box below**. (Student investigators must have faculty/staff research advisor sign as well)

Principal Investigator signature and date:

Click here to enter text.

Faculty/staff research advisor signature and date (if applicable):

Click here to enter text.

**Submission Instructions:** Complete this form and include any additional materials in the same document. Send the electronic version via email to irb@wartburg.edu.