**EARLHAM COLLEGE**

**IRB Exemption Request**

Earlham College’s IRB will determine whether your request for exemption is approved based on the Federal guidelines for exempted research activities. If a question does not apply to your research project, please indicate this by typing “N/A” in the answer area.

**Projects with student Principal Investigators should be sent to the IRB by the faculty sponsor.**

Sending such an email indicates faculty approval and advising of the proposed research. Applications submitted by students will be returned without review.

**Principal Investigator(s):** Click here to enter text.

**Phone #:** Click here to enter text. **Email(s):** Click here to enter text.

**Additional Investigator(s):** Click here to enter text.

**Faculty Sponsor Name and Email (for student PIs):** Click here to enter text.

**Department:** Click here to enter text.

**Title of Project:** Click here to enter text.

**Source of Non-Earlham Funding for Research (if any):** Click here to enter text.

**Do you intend to use campus email lists (student, faculty, staff, employee) to send a request to complete the survey?** Click here to enter text.

**If yes, have you spoken to the Director of Institutional Research? Please enter the date you spoke to her and a summary of your conversation:** Click here to enter text.

(Please be aware that there are strict guidelines that must be followed to send research surveys out via institution email lists, and it must be approved by the Institutional Effectiveness Office, which can be reached at institutionaleffectiveness@earlham.edu. If you do not get approval, you may NOT send your survey out via those email lists. See <http://bit.ly/CampusSurveyPolicy> for more information.)

Do not proceed if you intend to use a campus email list and have not sought approval from the Institutional Effectiveness Office.

**Mode(s) of Data Collection (in person, phone, email, computer assisted):** Click here to enter text.

**Research Question of Interest:** Click here to enter text.

**Brief Explanation of Procedure for Research Participants (explain what participants will be asked to do, including example questions to answer, explanations of materials, etc.):**

Click here to enter text.

**Source of Participants**

*Include information about where and how participants will be recruited or obtained. Remember that in order to be exempt research, groups considered “vulnerable populations” may not be participants.*

Click here to enter text.

**Explanation of “no harm.”**

*In the box below, elaborate on how this research poses no risk of physical, psychological, or social harm to participants beyond what is generally encountered in the context of daily life. If you are conducting an in-person study, you must include a detailed plan for preventing the spread of the coronavirus that causes COVID-19, even if the study is otherwise exempt from IRB oversight.*

Click here to enter text.

**Justification for Exemption**

*Indicate which of the following federally exempted form(s) of research you are completing by using your word processing software to highlight a “yes” or “no” response for each category. For any “yes” responses, use the text box below to explain how that exemption applies to your research.*

|  |  |
| --- | --- |
| Research is on **education methods or evaluation** in a normal educational setting (e.g., studying which type of exam works best in a scheduled college course or elementary/secondary school). | YES NO |
| *If “yes,” explain:* Click here to enter text. |
| Research involves **observational, survey, interview (oral history), or educational (cognitive, diagnostic, aptitude, achievement) testing procedures** with any of the following: anonymous participants, no risk if participant identities are disclosed, or you are seeking approval for participant identities to be known.  | YES NO |
| *If “yes,” explain:* Click here to enter text. |
| Research involves **benign behavioral interventions paired with data collection**, with any of the following: anonymous participants, no risk if participant identities are disclosed, or you are seeking approval for participant identities to be known.  | YES NO |
| *If “yes,” explain:* Click here to enter text. |
| Research is **secondary research** that involves only **existing information or documents**, with any of the following: data/specimens are already public, identities are stripped and not easily matched to data, or research is federally mandated analysis of health data.  | YES NO |
| *If “yes,” explain:* Click here to enter text. |
| Research is **supported by federal government/agency** and is designed to evaluate or examine **public benefit or service programs** (e.g., SNAP benefits).  | YES NO |
| *If “yes,” explain:* Click here to enter text. |
| Research involves **taste and food quality** consumer acceptance using only wholesome food(s) which contain no ingredients at levels beyond those approved by the appropriate federal agency.  | YES NO |
| *If “yes,” explain:* Click here to enter text. |
| You are **planning to keep the data and/or store biospecimens** and you will **obtain broad consent** to store data/biospecimens. (See Guidelines document for information about broad consent.) | YES NO |
| *If “yes,” explain:* Click here to enter text. |
| Research is **secondary research on stored raw data and/or biospecimens where participants are identifiable,** with ALL of the following: broad consent was obtained, informed consent is documented, and the IRB affirms that the secondary research falls under the broad consent that was obtained.(See Guidelines document for more information about broad consent.) | YES NO |
| *If “yes,” explain:* Click here to enter text. |

**We encourage all projects to evaluate whether an informed consent document is necessary or desirable, and if so, to include such a document in the email with this completed form.**

**Your name below affirms that ALL components of the above research fall into exempt categories. If any part of your research does not fall into a category above, you may NOT request an exemption.**

**Name:** Click here to enter text.

**Date:** Click here to enter text.