**APPENDIX A**

**INSTITUTIONAL REVIEW BOARD FOR THE**

**UNIVERSITY OF MARY WASHINGTON**

**APPLICATION FOR EXEMPT STATUS FOR RESEARCH**

**INVOLVING THE USE OF HUMAN SUBJECTS**

**ALL APPLICATIONS MUST BE ACCOMPANIED BY PROOF OF ETHICS TRAINING FOR EACH INVESTIGATOR INVOLVED IN THE RESEARCH.** NOTE: Studies involving interaction (anything other than observations) with vulnerable populations (e.g., children, prisoners, or pregnant women), experimental manipulation, deception, or audio or video recordings of participants can NOT be exempt.

TITLE OF PROPOSAL:

faculty member e-mail

Dept. ext.

student e-mail phone

I/We certify that the above research project involves human subjects only in one or more of the following categories, and will be carried out using standard methods. **(Please circle all appropriate numbers)**.

1. Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (a) research on regular and special education instructional strategies, or (b) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.
2. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior unless: (a) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (b) 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.
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 (2) of this section, if: (a) the human subjects are elected or appointed public officials or candidates for public office; or (b) federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.
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. [Note: *To qualify for this exemption ALL of the data, documents, records, or specimens must be in existence* ***before*** *the project begins.]*
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 of 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 of payment for benefits or services under those programs.

6. The research (taste and food quality or consumer acceptance) involves wholesome foods with

 no additives or involves foods with ingredients (type and amount) that meet federal safety

 standards.

**RATIONALE FOR EXEMPTION.** Review pp. 7-8 of the *Manual of Policies and Procedures for the Institutional Review Board at the University of Mary Washington*. After doing so, please describe briefly the proposed research and explain, in non-technical language, why you believe this research should be exempted from IRB review. If you state that participants will be anonymous, please note how anonymity will be ensured. Please attach any questionnaires, informed consent documents, or debriefing statements you plan to administer.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**For IRB staff use only:**

date received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ IRB nbr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signatures**

**Investigator**

“This is to certify that the procedures utilized in this study are appropriate for minimizing risks to the subjects and I take full responsibility for the conduct of the research. I certify that I and, if applicable, the students whom I am supervising, are qualified to conduct this research.” *(If this study is being conducted by a student only, a faculty sponsor* ***must*** *sign in the space provided.)*

print faculty name

faculty signature date

Department phone e-mail

**Student 1** graduate \_\_\_\_\_\_ undergraduate \_\_\_\_\_\_\_

print student name

student signature date

phone e-mail

**Student 2** graduate \_\_\_\_\_\_ undergraduate \_\_\_\_\_\_\_

print student name

student signature date

phone e-mail

**Return completed application to the appropriate IRB member for review or the Office of the Provost.**