

UNIVERSITY OF MARY WASHINGTON INSTRUCTIONS FOR THE EXEMPT FORM

1. The criteria for exempt status. The application for exempt status first asks you to identify why your research meets exempt criteria by placing it into an appropriate category. The following examples of common exempt research may help you decide if your research is indeed exempt.

Example: You are teaching two sections of a general course. You use Powerpoint slides in only one section and compare the final exam scores between the two sections. (Category 1)

Example: You give a battery of IQ tests to a group of general psychology students. Students do not put their names on the tests. (Category 1)

Note: If names are on the tests, this study would fall into the expedited category because results could be damaging to one's reputation.

Note: If children are involved in anonymous surveys, tests, or interviews as part of a research project, consent must still be obtained from the parents and the project is not considered exempt.

Example: You observe the behavior of children playing at the park. You are simply observing, not video or audio taping, and are not using names of the children. (Category 2)

Note: If you are participate in the behavior being observed (e.g. you ask the children why they chose a particular activity at the park), the study would fall into the expedited category.

Example: You interview members of the state legislature to determine if gender plays a role in view on health care spending. (Category 3).

Example: You use divorce records to look at regional patterns of divorce rates. (Category 4)

Example: You use existing anonymous blood samples to test for hormone levels. (Category 4)

Example: You give participants several pieces of chocolate to determine if they prefer the higher priced chocolate. (Category 6)

Example: You give participants water with varying degrees of sugar added to determine thresholds for taste. (Category 6)

2. Rationale for Exemption. In this part of the application, please describe your research in enough detail to show how it meets exempt status.

A few things to keep in mind:

If you indicate that participants will be anonymous, describe how anonymity will be kept. For example, if you are doing a pre-post test, you might note that participants will be identified by numbers rather than names.

If you are giving a written survey or have scheduled interview questions, please attach a copy of the questions.

