

OFFICE OF RESEARCH INTEGRITY INSTITUTIONAL REVIEW BOARD

**HANDWRITTEN SUBMISSIONS ARE NOT ACCEPTED**

APPLICATION FOR EXEMPTION FROM IRB OVERSIGHT STUDENT CLASSROOM PROJECTS

Instructions: Please refer to the Student Classroom Projects Involving Human Subjects IRB Guidance Document when completing this form. This form must be submitted electronically to [**IRB@une.edu**](mailto:irb@une.edu) with all attachments referenced below **at least two weeks prior to the start of the semester in which the course istaught**. To check a box in this form, simply click on it.

1. **COURSE INFORMATION**

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| --- |
| **Course information** |
| Course number:  Course Title: Semester and year: |

1. **PERSONNEL**

**Answer for each faculty instructor.** *If needed, add rows to this chart with the same information.*

|  |  |
| --- | --- |
| **Name, Role and Contact Information** | **CITI training taken?** |
| Course number:  Course Title:  Faculty Name:  Role: **Faculty Instructor**  Department:  Campus (or Home) Address:  Email:  Phone(s): | ☒YES   * NO\* |

\*UNE **requires each faculty instructor** to have taken or renewed the CITI web-based training course on Human ResearchProtection within the past 48 months. **For each listed instructor, attach certificate of completion of CITI training and Faculty CV.**

1. **CRITERIA FOR EXEMPTION**

**Please refer to the Student Classroom Projects Involving Human Subjects IRB Guidance Document when completing the below criteria.**

Please answer the following questions about the project:

|  |  |  |
| --- | --- | --- |
| 1. Will the project be performed only by students in this class? | * yes | * no\* |
| 2. Is the project a course requirement? | * yes | * no |
| 3. Is the course requirement stipulated in the course syllabus?   * **Attach a copy of the course syllabus.** | * yes | * no |
| 4. Is there greater than **minimal risk** to participants? | * yes\* | * no |

‘Minimal Risk’ means the probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily living or during the performance of routine physical or psychological examinations or tests (45 CFR 46.102)

|  |  |  |
| --- | --- | --- |
| 5. Does the research involve the collection or dissemination of **sensitive**  **or private information**? | * yes\* | * no |
| Examples include, but are not limited to: (a) sexual attitudes, preference or practices, (b) use of alcohol, drugs or other addictive products, (c) illegal conduct, (d) information that could reasonably be expected to damage an individual’s financial standing, employability, or reputation, or otherwise lead to social stigmatization or discrimination, (e) pertaining to an individual’s psychological well-being or mental health, or (f) genetic information. | | |
| 6. Does the research include persons from any **vulnerable populations**? | * yes\* | * no |
| Examples include, but are not limited to: (a) minors under 18 years of age, (b) pregnant women or products of conception, (c) prisoners, (d) physically or mentally challenged, or (e) persons with diminished capacity to give informed consent. | | |
| 7. Does the project involve only **voluntary participation** of individuals? | * yes | * no\* |
| 8. Will the results lead to scholarly publication or presentation? | * yes\* | * no |
| 9. Will the results be disseminated outside of the UNE community? | * yes‡ | * no |
| ‡ If yes, is the project a collaboration with a community partner, business or agency and will results be |  |  |
| shared externally **only** with that partner, business or agency? | * yes | * no\* |
| 10. Will the project involve **deception**? | * yes\* | * no |
| 11. Does the project include the performance of **invasive or noninvasive procedures**? | * yes\* | * no |

\* This answer disqualifies the research from the Student Classroom Project exemption. The investigator must file the appropriate IRB application

1. **CERTIFICATION**

The undersigned faculty instructor accept(s) responsibility for this project(s) relative to the protection of the rights and welfare of the participants. If during the course of the project, any of the above conditions are no longer met, then the project must halt while the faculty instructor seeks IRB review. If upon completion of the project the instructor or student wish to disseminate the findings, the instructor should immediately submit a protocol describing the method and results to the IRB for review.

By signing this form, the Instructor attests that (s)he has the responsibility for: (1) assessing whether the student project(s) involving human subjects constitute research and whether they require IRB review; (2) overseeing these activities; (3) assuring that ethical principles are adhered to in the conduct of those activities; (4) maintaining student project files(including student protocol and IRB determination) for 2 years from completion of the activity, subject to IRB audit; and (5) compliance with other relevant UNE policies and procedures that fall outside the purview of the IRB.

*(Print name(s) of instructor(s) followed by signature).*

1. Instructor:

1. **CHECKLIST OF ATTACHMENTS**

Please apply a label to all attachments. Please list below the label and title of each attachment (use additional pages if necessary):

|  |  |
| --- | --- |
| **Label** | **Title** |
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