

# Exempt Review Checklist

## Institutional Review Board

To determine if your project is eligible for an exempt review, please complete the following:

**YES NO**

My project involves more than minimal risk to the subjects.

*If you answered "YES" to this question, STOP. Your research will not be supported by HFC.*

**YES NO**

My project involves the deception of human subjects.

I will include subjects who are under 18 years of age.

During this project, the subjects may experience physical, mental, or emotional discomfort or harassment.

My pool of subjects will include pregnant women, children or involuntary detainees (prisoners).

*If you answered "YES" to any of these questions, STOP. You must apply for Expedited or Full Review. If you answered "NO" to all these questions, continue.*

### CATEGORY 1

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**YES NO**

1. My research will take place in an educational setting (e.g., a classroom). 1a.

My research will investigate the effects of educational strategies.

1b. My research will investigate or compare instructional techniques, curricula, or classroom management strategies.

*If you answered "YES" to Question 1 and to either 1a or 1b, you may be eligible for an exemption based on Category 1.*

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### Category 2

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**YES NO**

- 2. My research will use surveys, interviews, educational tests, or observations of public behavior
- 2a. It will not be possible to connect the data I collect to a specific subject either directly or indirectly
- 2b. None of the data I will collect could, if disclosed, place a subject at legal risk, or damage their financial standing, employability, or reputation.

*If you answered "YES" to all of these questions, you may be eligible for an exemption based on Category 2.*

### Category 3

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**YES NO**

- 3. My research will use surveys, interviews, educational tests, or observations of public behavior
- 3a. The subjects of my research are public officials or candidates for public office
- 3b. I am specifically required by federal law to maintain the confidentiality of the information I gather even after the research has been completed.

*If you answered "YES" to Question 3 and to either 3a or 3b, you may be eligible for an exemption based on Category 3.*

### CATEGORY 4

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**YES NO**

- 4. My research involves studying existing data, records, or specimens, rather than collecting new data.
- 4a. These sources are publicly available
- 4b. Subjects cannot be identified from the data available

*If you answered "YES" to question 4 and to either 4a or 4b, you may be eligible for an exemption based on Category 4*

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### CATEGORY 5

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*This category is not applicable to HFC.*

### CATEGORY 6

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**YES NO**

- 6. My research involves tasting foods or drinks.
  - 6a. The foods are considered wholesome and contain no additives
  - 6b. The foods have been approved for consumption by the USDA, the FDA or the EPA.

*If you answered "YES" to question 6 and to either 6a or 6b, you may be eligible for an exemption based on Category 6.*