

Exempt Review Application



Institutional Review Board

Date Submitted _____

Title of Research Project _____

Contact Information	Principal Investigator/ Project Director	Co-Investigator/Student Investigator	Co-Investigator/Student Investigator
<i>Name</i>	_____	_____	_____
<i>Department</i>	_____	_____	_____
<i>Phone Ext.</i>	_____	_____	_____
<i>Email</i>	_____	_____	_____

Anticipated Funding Source (if applicable): _____

Projected Duration of Research: _____ *months* **Projected Starting Date:** _____

Other organizations and/or agencies, if any, involved in the study: _____

EXEMPT UNDER CODE (see Exempt Review Checklist – check one):

- 1
- 2
- 3
- 4
- 5
- 6

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Summary Abstract: Please attach a document that supplies the following information:

BRIEF description of the rationale or purpose of the study, the participants, the location(s) of the project, the procedures to be used for data collection, whether data will be confidential or anonymous, how the data will be used and shared, and data disposition procedures.

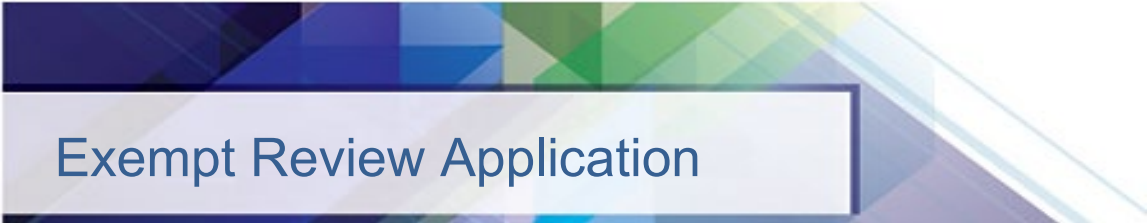
Does the study require class time? (Note: using class time is discouraged.) If so, do you have an internal contact person who is willing to comply? Attach a confirmation of this agreement.

Attach a copy of the Informed Consent Form and the measures (questionnaires/surveys) to be used in the project.

If another IRB is involved in your project, attach copies of the IRB submission and approval documents.

Responsibilities of the Principal Investigator:

- Any additions or changes in procedures in the protocol will be submitted to the IRB for written approval before these changes are implemented.
- Any problems connected with the use of human subjects once the project has begun must be communicated to the IRB Chair.
- The principal investigator is responsible for retaining informed consent documents for a period of three years after the project.
- The principal investigator should include with the IRB submission a confirmation that the research has been approved by the HFC Dean or Director of the academic or functional area(s) where the research will be conducted.
- The principal investigator shall notify the HFC IRB chairperson when the research proposal has been approved or modified by another institution's IRB.
- The principal investigator will provide a copy of the final research results to the chairperson of HFC's IRB.



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Principal Investigator Signature: _____ Date: _____

Co-Investigator/Student Signature (if applicable): _____ Date: _____

Dean/Director Signature (if applicable): _____ Date _____

Vice President Signature (if applicable): _____ Date _____

Signature of IRB Committee Chair:	Date:
IRB Chair: Check one	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with conditions <input type="checkbox"/> Refer to Expedited <input type="checkbox"/> Refer to Full Committee