Chadron State College Institutional Review Board
Request for Administratively-Reviewed Exempt Certification

Submit one complete copy to IRB Administrative Chair – allow at least two weeks for review

Research Project Title:		
Principal Investigator (must be a full-time faculty or professional staff member):		
Department:	**Telephone:**	**Email:**
Co-Principal Investigator (student researcher):		
Department	**Telephone:**	**Email:**
Date Project Activity to Begin:		
Source of Funds (if any):		

As the investigator submitting this proposed research and signing below, I agree to conduct the research involving human participants as presented in the protocol or modifications to it and as approved by the School/Unit and the Institutional Review Board.

Principal Investigator Signature:_____ Date:_____

Co-PI Signature:_____ Date:_____

As School Dean/Unit Head, I certify that the proposed research meets School policies and complies with the requirements for Exempt Status Certification.

Dean/Unit Head Signature:_____ Date:_____

Using the following format and numbering, please submit the following:

Principal Research Credentials:

1. **Attach copies of current certificate of training in ethical issues involving human subject research for the all investigators** (including student researchers and principal investigator(s); not required if the administratively-reviewed exempt project is conducted by a unit of CSC with the intent to assess and improve unit performance.)

Overview and Objectives of Research Project:

2. Concisely describe the purpose and methods of the research, including the following:
    - research methodology
    - participant population
3. Include a brief description of all procedures to be conducted.
4. Attach all instruments (surveys, recruitment documents, interview protocols, informed consent forms, questionnaires, demographic forms, phone screens, etc.) that will be used.

Review Category and Criteria:

5. Cite which exempt category you believe this research falls under, and explain why you believe it falls under this category.

Consent Procedures:

6. Provide a copy of the written informed consent form to be used and signed by participants (see Appendix IV). If no consent form will be used, the research must qualify for a waiver of informed consent; explain how the research meets **each** of the following criteria required for such waiver:
    - Research involves no more than minimal risk to participants;
    - Waiver will not adversely affect the rights and welfare of the participants;
    - Research could not practicably be carried out with the waiver or alteration; and
    - Subjects will be provided with pertinent information in some other format.

Confidentiality:

7. Specifically describe if and how participant privacy and confidentiality will be maintained.

Benefits of Study:

8. Describe the potential benefits of the research, for the participant and for society. Summarize your analysis of the risk/benefit ratio for this particular research, including participant benefits for participating.
    - Note: participation financial/course grade incentives are not considered a benefit, and must be used cautiously so as to not coerce participation or to skew participation from potential population of interest.

Collaborations and Partnerships:

9. If access to research participants is gained through cooperating institutions not under the control of Chadron State College, provide evidence that the authorized official of that institution has approved the research application and collaboration.