

Appendix C. Request for Exemption

If you believe that your research might fall into one of the *exempt categories*, complete the form below and submit it to your Departmental Coordinator or the IRB Chairperson. The Departmental Coordinator or IRB Chairperson will review the research to determine if an *exemption* can be granted. If granted, the *exemption request* will be returned to you and you may begin your project. Primary Researchers of research which has been approved for *exemption* should still be aware of their responsibility to adhere to the ethical guidelines presented by the IRB Policy Document. You must notify the IRB if the project changes in any way, because the *exemption* may no longer apply. If the *exemption request* cannot be granted, the Departmental Coordinator or the IRB Chairperson will provide a written explanation and the research must then be resubmitted based on these comments. Please direct questions about this form to the your Departmental Coordinator or the IRB Chairperson before final submission.

Primary Researcher: _____
Additional Researchers: _____
Project Title: _____
Study Dates: _____

The researcher(s) must answer NO to all of the questions for full review and be able to respond YES to at least one of the following questions:

- ___ 1. Does this project involve the use of diagnostic educational tests, survey procedures, interview procedures, or observations of public behavior in which individual demographic information obtained from participants is not recorded and therefore is not directly or indirectly identifiable or damaging to the subject?
- ___ 2. Does this project involve the use of existing data that is publicly available or in which the subjects cannot be identified?
- ___ 3. Does this project involve a taste or food quality evaluation using wholesome foods, or those deemed safe by the FDA?
- ___ 4. Is this project designed to evaluate a public benefit or service program?

Research Plan

State concisely the aims and specific objectives of the research and the procedures to be used to accomplish these aims. State why you believe the research involves no more than minimal risk. Please attach any relevant documentation that supports why this research project should be considered exempt.

Signature of Researcher(s) _____

Date _____