

Institutional Review Board

ST. JOSEPH'S UNIVERSITY

Application for APPROVED EXEMPTION from IRB Review

Please first check the criteria for APPROVED EXEMPTION from IRB Review described in the SJNY IRB manual, under Procedures of Review to insure you are submitting the correct application.

SECTION 1: INVESTIGATOR INFORMATION

- a. Name:
- b. Telephone Number:
- c. E-mail:
- d. Department / Office Affiliation:
- e. SJNY Status (check one): Student Faculty Administrator Staff

STUDENTS: Please indicate below the course or organization for which you are conducting this research. Complete whatever is relevant.

Course Number and Title:

Campus Organization:

Instructor's Name:

Moderator's Name:

Instructor's email address:

Moderator's email address:

SECTION 2: PROJECT INFORMATION

Title of Research:

Estimated Start Date:

Anticipated End Date:

Additional Materials Needed:

Submit a copy of your method section along with this application. It should specify the sampling criteria and procedures; experimental manipulations and measuring instruments; and procedures for obtaining informed consent, interacting with subjects, and collecting data, copies of all measuring instruments to be used in the research (i.e., all scales, questionnaires, surveys, assessments and all other types of self-report), and all stimuli. The IRB must see everything that the participant is going to see.

Section 3: Basis for Exempt Status

Check any that apply.

- a. The research has an SJNY faculty investigator, no SJNY students as subjects, will not employ any SJNY facilities, and has been approved by an external IRB. The investigator must submit appropriate documentation of the external IRB approval to the Executive Committee which must indicate its acceptance prior to data collection.
- b. The research is conducted in established or commonly accepted educational settings, involving normal educational practices, such as (1) research on regular or special education instructional strategies, or (2) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods as specified in the Code of Federal Regulations, Title 45, Part 46.101, Section b-1).
- c. The human subjects are elected or appointed public officials or candidates for public office (Code of Federal Regulations, Title 45, Part 46.101, Section b-3).
- d. The research examines (i) public benefit or service programs; (ii) procedures for obtaining benefits or services under those programs; (iii) possible changes in or alternatives to those programs or procedures; or (iv) possible changes in methods or levels of payment for benefits or services under those programs” (Code of Federal Regulations, Title 45, Part 46.101, section b-5). Furthermore, it must comply with the following OPRR guidelines for exempting such research:
 - The program under study must deliver a public benefit or service.
 - The research must be conducted pursuant to specific federal statutory authority.
 - There must be no statutory requirement that the project be reviewed by an IRB.
 - The research must not involve significant physical invasions or intrusions upon the privacy of subjects

Section 4: Investigator’s Declaration

I declare that the information provided in this application and in the attached documents is accurate and complete to the best of my knowledge.

Signature of Investigator

Date Submitted

NOTE: If you modify any aspect of your research protocol reported in this application, a new application for review must be submitted to the IRB in a prompt manner. Data collection may not proceed until the new application is approved. Failure to secure IRB approval for modifications to the research protocol constitutes non-compliance with institutional policy regarding the protection of human research subjects.