

Southern Utah University Institutional Review Board
REVIEWER CHECKLIST
SUU IRB Documentation of Exempt Status

Reviewer

Reviewer's College

Date

Reviewer's E-mail

Title of Proposed Research

Principle Investigator (PI)

PI's E-mail

PI's College

One of the following must apply to qualify for exempt status, the proposed research must be:

(1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (i) research on regular and special education instructional strategies, or (ii) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

YES NO

(2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (i) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (ii) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation.

YES NO

(3) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior that is not exempt under paragraph (b)(2) of this section, if:

- (i) the human subjects are elected or appointed public officials or candidates for public office; or
- (ii) federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

YES NO

(4) Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

YES NO

(5) Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine:
(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.

YES NO

(6) Taste and food quality evaluation and consumer acceptance studies, (i) if wholesome foods without additives are consumed or (ii) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

YES NO

(7) Research required by students in a course, for completion of the course requirements, where only non-sensitive information is collected from participants, or all foreseeable risk are minimized or eliminated.

YES NO

(8) Research for Internal Agency Use: Research done by or at the request of an internal agency for their own use, and which is not intended to contribute to generalizable knowledge (i.e. knowledge shared by professionals in a given field which is designed to contribute to that field).

YES NO

To qualify for exempt status, the proposed research must meet all of the criteria below:

No intent to publish/present off campus

Participants belong to the SUU community

Participants do not meet the definition for "vulnerable population" (see policy 6.20 for definition)

Research involves no more than minimal risk (see policy 6.20 for definition)

Participation is anonymous or confidential

Except for research using naturalistic observation, participants have been adequately informed on each of the following:

The nature of the research and what is asked of the participants

The extent of their involvement (e.g. time commitment)

The right to not participate or end participation at any time for any reason without penalty

If applicable, for survey/questionnaire/interview research, the right to skip any question they do not wish to answer

Who to contact for further information or if participants have any concerns

Research proposals with exempt status are not subject to IRB audits, continuing review, or requests for project closure, as long as no material changes are made to the protocol. Any changes to the protocol requires the primary investigator to resubmit a revised application to the IRB for approval.

It is the principal investigator's responsibility (or supervisor if PI is a student) to insure that all individuals involved in the research adhere to SUU's policies and procedures for research with human participants, and to notify the IRB immediately should any risks to participants become evident.

Exempt status expires one year from the date indicated on this form. Should the investigator wish to continue the research beyond this date, a request for continuation form must be completed and submitted to the IRB at least three weeks prior to the deadline.

Decision:

Accepted as submitted

Revisions required (comment below)

Do not accepted for the following reasons (comment below)

Comments: