



**Exempt Review:** Exempt reviews are conducted by at least one experienced member of the Institutional Review Board (IRB). In order to qualify for review via exempt procedures, the research must not be greater than minimal risk and must fall into at least one of the exempt categories defined by federal regulations (OHRP Exempt Categories 45 CFR 46.101(b)).

Minimal risk is defined by the federal regulations as the probability and magnitude of physical or psychological harm that is normally encountered in the daily lives, or in the routine medical, dental, or psychological examination of healthy persons.

**Name of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Exempt Categories	IRB Reviewer Decision
1.) Research is a classroom assignment including activities that involve minimal risk to human subjects or related community-based research (i.e. interviews, surveys, program assessments and so on).	<input type="radio"/> <b>Yes</b> , application meets this requirement. <input type="radio"/> <b>No</b> , application does not meet this requirement.
2.) The results of the classroom assignment, including audio/video recordings, photographs, etc. will only be used and disseminated as follows: <ul style="list-style-type: none"> <li>• Shared in the classroom; and/or</li> <li>• Shared with the company, agency or organization from which the data was gathered; and/or</li> <li>• Shared through presentations at departmental or interdepartmental seminars designed to exhibit coursework or to continue the learning process related to the presentation topics.</li> </ul>	<input type="radio"/> <b>Yes</b> , application meets this requirement. <input type="radio"/> <b>No</b> , application does not meet this requirement.
3.) It is the responsibility of the course instructor to ensure that the rights and welfare of participants in all student projects are protected. Student has received appropriate training and complies with the principles of informed consent. This training includes: <ul style="list-style-type: none"> <li>• Discussing the principles of ethical research with human subjects with the class prior to the initiation of the project</li> <li>• Reviewing student research plans and monitoring research activities to ensure the human participants are protected.</li> <li>• Informing participants of the voluntary nature of participation and employing measures to protect privacy and confidentiality.</li> <li>• Instructors/advisors must convey to students that the data may not be used or shared beyond the circumstances described above.</li> </ul>	<input type="radio"/> <b>Yes</b> , application meets this requirement. <input type="radio"/> <b>No</b> , application does not meet this requirement.

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Exempt Review Checklist

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Exempt Categories	IRB Reviewer Decision
<p>4.) All projects conducted under this policy involving human participants must be preceded by a disclosure of the following information to the respondent. If an Informed Consent Document is used, these points must be included in that document:</p> <ul style="list-style-type: none"> <li>• The student identifies him/herself as a Becker College student who is performing the activity to fulfill a course requirement and the course is specifically identified</li> <li>• The name and contact information for the supervising faculty member to contact for questions is provided</li> <li>• The persons who have access to the individual data and/or summarized results are specified (e.g. instructor only, company/or organization/agency).</li> <li>• Participants are informed that their participation is completely voluntary, that they can skip any questions they do not wish to answer (e.g. for surveys, interviews, focus groups, etc.) and that they can stop participating at any time.</li> <li>• The disclosure should not state that the project has been approved by the Becker College IRB.</li> </ul>	<ul style="list-style-type: none"> <li>○ <b>Yes</b>, application meets this requirement.</li> <li>○ <b>No</b>, application does not meet this requirement.</li> </ul>

Name of IRB Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

IRB Reviewer Role:   ○ Chair           ○ Initial Reviewer       ○ Member

**Exemption Decision:**

- **Exempt-** Application meets exemption requirements.
- **Not Exempt-** Application recommended for further IRB review.
- **If any of these categories change, applicant must re-submit**

**Comments:**

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