

INSTRUCTIONS:

Your application will not be processed unless ALL the relevant documentation has been submitted and is legible.

Use this form as a cover sheet and attach to it the following items: (1) The appropriate *Research Protocol*, (2) An *Informed Consent Form* (if required), (3) And *Abstract* and, (4) Other documentation as needed—*Cover Letter of Explanation. Question Sample. Written Copy of Verbal Instructions*, and/or *Letters of Permission*. Submit the required number of full sets (**1 set for Exempt; 5 sets for Expedited; and 9 sets for Full Review**) to Andrews University, Office of Scholarly Research, Room 210 Administration Building, Berrien Springs, MI 49104-0355.

SUGGESTED CATEGORY OF IRB REVIEW

The investigator(s) should read carefully the *Brief Guidelines for Human Subjects Research* and discuss with his/her/their advisor and/or department chair the relationship of the present research project to the policies and procedures contained in the above document. After this consultation the investigator(s) should request that the research project be considered by the *I.R.B.* under one of the categories listed below. Final assignment of the review category is made by the *I.R.B.* The frequency of *I.R.B.* review action is noted by the respective review category.

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|---|--|--|
| <p><input type="checkbox"/> Exempt from Full IRB Review [Weekly Review]
 No risk/minimal risk research: fill out <i>Exempt Category Checklist</i> on page 2.</p> | <p><input type="checkbox"/> Expedited IRB Review [Monthly Review]</p> | <p><input type="checkbox"/> Full IRB Review [Quarterly Review]
 Submit the appropriate documentation two weeks prior to the next Scheduled meeting of the IRB</p> |
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DESCRIPTION OF RESEARCH PROJECT

Project Title:

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Academic Department of Researcher:

Beginning and Ending Dates of Human Subjects Involvement in Research: to

Place/Location of Human Subject Involvement in Research:

Target Population (Description and Age Range):

INVESTIGATOR(S) AGREEMENT

"I (we) hereby agree to abide by the terms and methodology as outlined in the attached research protocol. I (we) also agree to begin the implementation of this project—if not approved under the exempt category—only after written notification of its approval (valid for one year) has been received. Furthermore, I (we) agree that in cases involving research to be conducted at non-university site(s), such research will commence only after written authorization has been received from an officer of the organization at each site involved and filed with our Office of Scholarly Research. Notification of any alterations in the attached protocol will be submitted to the Director of the Office of Scholarly Research.

Name: **Name:** **Name:**

E-mail: **E-mail:** **E-mail:**

Address: **Address:** **Address:**

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Tel: **Tel:** **Tel:**

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(Principle Investigator's Signature) (Date) (Principle Investigator's Signature) (Date) Principle Investigator's Signature (Date)

SUPPORTING NAME AND SIGNATURE

"I have reviewed the above project with the investigator(s) and concur in the requested category of I.R.B. review."

.....
Name of Advisor—Block Letters

.....
Signature of Advisor Supervising Research

.....
Date

—ABSTRACT OF PROJECT—

Please attach a separate sheet with the heading: **Abstract**

— EXEMPT CATEGORY CHECKLIST —

If your proposed research project does not place the subjects at **more** than minimal risk and is included in one of six categories of research which are exempt from full review under the provisions of the Cod of Federal Regulations for the protection of human subjects from research risk, indicate the category(s) that apply to the proposed project placing a check in the appropriate box below.

Even if exempt from full IRB review, all research projects must make provision for compliance with published guidelines for obtaining informed consent and maintaining confidentiality. Some research listed below, if involving prisoners and/or directed toward pregnant women or other vulnerable populations groups, is not exempt.

1	Research conducted in established or commonly accepted educational settings, involving normal educational practices such as: (a) Research on regular and special education instruction strategies, (or) (b) Research on the effectiveness of, or the comparison among, instructional techniques, curricula, or management only.
2	Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey or interview procedures, or observation of public behavior UNLESS ALL of the following conditions exist: (a) Responses are recorded in such a manner that the subjects can be identified directly or through identifying links, and— (b) The responses, if they become known outside the research, could reasonably place the subject at risk of criminal or civil liability, or be damaging to the subject's financial standing, employability, or reputation. Note: <i>The following types of Category 2 Exemptions do NOT apply to research where children (minors) are subjects: Survey Research, Interview Research, Observation of Public Behavior in which an investigator is a participant.</i>
3	Research of the type listed in Category 2 which under the above provisions is not exempt but qualifies for exemption if: (a) The human subjects are elected or appointed public officials or candidates for public office, or (b) Federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.
4	Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens and these sources are publicly available, or if the information is recorded by the investigator in such a way that the subjects CANNOT be identified directly or through identifiers linked to the subjects.
5	Research and demonstration projects which are conducted by or subject to the approval of federal department or agency heads, and which are designed to study, evaluate, or otherwise examine: (a) Public Benefit or Service Programs (b) Procedures for obtaining benefits or services under those programs (c) Possible changes in or alternatives to those programs or procedures (d) Possible changes in methods or levels of payment for benefits or services under those programs.
6	Taste and food quality evaluation and consumer acceptance studies if wholesome foods without additives are consumed, or 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 FDA or EPA or USDA determination.

"In signing this form requesting exempt status, I (we) assure the Institutional Review Board that the only involvement of human subjects will comply fully with the criteria for one of the above exemption categories."

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Principle Investigator's Signature Date Co-Principle Investigator's Signature Date Co-Principle Investigator's Signature Date