REVIEWER CHECKLIST FOR CUHSR MEMBERS

Exempt Review

Fill out this form for studies that are considered exempt. Sign and date the form and return it to the Office of Sponsored Programs.

**Reviewer: CUSHR #:**

**PI:**

**SPI:**

**Co-PI:**

**Protocol Title:**

**Primary Objective**:

[ ]  **YES** [ ]  **NO** The protocol easily fits into one the eight categories exempt research specified by the Department of Health and Human services 45 CFR 46.104 (if no, state why and review under an expedited review. If the reviewer feels a full review is needed, state why and contact the CUHSR Chair.

[ ]  **Category 1 Exemption:** **Normal Educational Practices and Settings**
Research, conducted in established or commonly accepted educational settings, that specifically involves normal educational practices that are not likely to adversely impact students' opportunity to learn required educational content or the assessment of educators who provide instruction. This includes most research on regular and special education instructional strategies, and research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

[ ]  **Category 2 Exemption:** **Anonymous Education tests, Surveys, Interviews or Observations** Research that only includes interactions involving educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior (including visual or auditory recording**) if at least one of the following criteria** **is met**:
[ ]  (i) The information obtained is recorded by the investigator in such a manner that the **identity of the human subjects cannot readily be ascertained**, directly or through identifiers linked to the subjects;
[ ]  (ii) Any disclosure of the human subjects' responses outside the research **would not reasonably place the subjects at risk of criminal or civil liability or be damaging** to the subjects' financial standing, employability, educational advancement, or reputation; or
[ ]  (iii) The information obtained is recorded by the investigator in such a manner that the identity of the human subjects can readily be ascertained, directly or through identifiers linked to the subjects, and an IRB conducts a limited IRB review to make the determination required by §46.111(a)(7) *[When appropriate, there are adequate provisions to protect the privacy of subjects and to maintain the confidentiality of data].*

[ ]  **Category 3 Exemption: Benign behavioral interventions**
[ ]  (i) Research involving benign behavioral interventions in conjunction with the collection of information from an adult subject through verbal or written responses (including data entry) or audiovisual recording if the subject prospectively agrees to the intervention and information collection and **at least one of the following criteria is met**:
[ ]  (A) The information obtained is recorded by the investigator in such a manner that the **identity of the human subjects cannot readily be ascertained**, directly or through identifiers linked to the subjects;
[ ]  (B) Any disclosure of the human subjects' responses outside the research **would not reasonably place the subjects at risk of criminal or civil liability or be damaging** to the subjects' financial standing, employability, educational advancement, or reputation; or
[ ]  (C) The information obtained is recorded by the investigator in such a manner that the identity of the human subjects can readily be ascertained, directly or through identifiers linked to the subjects, and an IRB conducts a limited IRB review to make the determination required by §46.111(a)(7) *[When appropriate, there are adequate provisions to protect the privacy of subjects and to maintain the confidentiality of data].*

[ ]  (ii) For the purpose of this provision, benign behavioral interventions are **brief in duration, harmless, painless, not physically invasive, not likely to have a significant adverse lasting impact** on the subjects, and the investigator has no reason to think the subjects will find the interventions offensive or embarrassing. Provided all such criteria are met, examples of such benign behavioral interventions would include having the subjects play an online game, having them solve puzzles under various noise conditions, or having them decide how to allocate a nominal amount of received cash between themselves and someone else. [ ]  **Yes** [ ]  **No** Meets all the criteria for benign behavioral research
[ ]  (iii) If the research involves **deceiving the subjects** regarding the nature or purposes of the research, this exemption is **not applicable** unless the subject authorizes the deception through a prospective agreement to participate in research in circumstances in which the subject is informed that he or she will be unaware of or misled regarding the nature or purposes of the research.[ ] Deception does not fit this category – not exempt research

[ ]  **Category 4 Exemption: Secondary Research for which consent is not required**
Secondary research uses of identifiable private information or identifiable biospecimens, if at least one of the following criteria is met:
[ ]  (i) The identifiable private information or identifiable biospecimens are publicly available;
[ ]  (ii) Information, which may include information about biospecimens, is recorded by the investigator in such a manner that the identity of the human subjects cannot readily be ascertained directly or through identifiers linked to the subjects, the investigator does not contact the subjects, and the investigator will not re-identify subjects;
[ ]  (iii) The research involves only information collection and analysis involving the investigator's use of identifiable health information when that use is regulated under 45 CFR parts 160 and 164, subparts A and E, for the purposes of “health care operations” or “research” as those terms are defined at 45 CFR 164.501 or for “public health activities and purposes” as described under 45 CFR 164.512(b); or
[ ]  (iv) The research is conducted by, or on behalf of, a Federal department or agency using government-generated or government-collected information obtained for nonresearch activities, if the research generates identifiable private information that is or will be maintained on information technology that is subject to and in compliance with section 208(b) of the E-Government Act of 2002, 44 U.S.C. 3501 note, if all of the identifiable private information collected, used, or generated as part of the activity will be maintained in systems of records subject to the Privacy Act of 1974, 5 U.S.C. 552a, and, if applicable, the information used in the research was collected subject to the Paperwork Reduction Act of 1995, 44 U.S.C. 3501 *et seq.*

[ ]  **Category 5 Exemption**: **Public Benefit or Service Program**
Research and demonstration projects that are conducted or supported by a Federal department or agency, or otherwise subject to the approval of department or agency heads (or the approval of the heads of bureaus or other subordinate agencies that have been delegated authority to conduct the research and demonstration projects), and that are designed to study, evaluate, improve, or otherwise examine public benefit or service programs, including procedures for obtaining benefits or services under those programs, possible changes in or alternatives to those programs or procedures, or possible changes in methods or levels of payment for benefits or services under those programs. Such projects include, but are not limited to, internal studies by Federal employees, and studies under contracts or consulting arrangements, cooperative agreements, or grants. Exempt projects also include waivers of otherwise mandatory requirements using authorities such as sections 1115 and 1115A of the Social Security Act, as amended.(i) Each Federal department or agency conducting or supporting the research and demonstration projects must establish, on a publicly accessible Federal Web site or in such other manner as the department or agency head may determine, a list of the research and demonstration projects that the Federal department or agency conducts or supports under this provision. The research or demonstration project must be published on this list prior to commencing the research involving human subjects.

[ ]  **Category 6 Exemption: Taste and Food Evaluation and Acceptance Studies**
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.

[ ]  **Category 7 Exemption:** **Storage or maintenance for secondary research for which broad consent is required**Storage or maintenance of identifiable private information or identifiable biospecimens for potential secondary research use if an IRB conducts a limited IRB review and makes the determinations required by §46.111(a)(8).

[ ]  **Category 8 Exemption:** **Secondary research for which broad consent is required**
Research involving the use of identifiable private information or identifiable biospecimens for secondary research use, if the following criteria are met:
[ ]  (i) Broad consent for the storage, maintenance, and secondary research use of the identifiable private information or identifiable biospecimens was obtained in accordance with §46.116(a)(1) through (4), (a)(6), and (d);
[ ]  (ii) Documentation of informed consent or waiver of documentation of consent was obtained in accordance with §46.117;
[ ]  (iii) An IRB conducts a limited IRB review and makes the determination required by §46.111(a)(7) and makes the determination that the research to be conducted is within the scope of the broad consent referenced in paragraph (d)(8)(i) of this section;
[ ]  and (iv) The investigator does not include returning individual research results to subjects as part of the study plan. This provision does not prevent an investigator from abiding by any legal requirements to return individual research results.

**Criteria for EXEMPT research:**

[ ]  Research involves no more than minimal risk (must be checked)

[ ]  Subject selection is equitable (research is appropriate for population studied)

[ ]  There are interactions with subjects (if checked the following must be checked)

[ ] There will be a consent process

 [ ] The consent process will disclose that activity involves research

 [ ] The consent process will disclose the procedures that are involved

 [ ]  The consent process will disclose the approximate time the participant is involved

 [ ] The consent process will disclose that participation is voluntary

 [ ]  The consent process allows participants to withdraw (or not answer questions)

 [ ] The consent process will disclose the name and contact information of the investigator
 [ ]  The consent process provides a statement of agreement

 [ ] Adequate provisions are made for the maintenance of privacy and protection of data

Notes:

[ ] Recruitment materials included

[ ] Materials void of over statements of benefit or incentive, void of coercion

[ ] Should have:[ ] Bradley, [ ]  research, [ ] name of PI, [ ] eligibility criteria, [ ]  contact information, [ ] incentives or compensation.

[ ]  Questionnaires, surveys, interview guides, measures, or data collections sheets included.

[ ]  Letters that give permission to have access to any special populations or locations

Additional Considerations:

[ ]  Study does not involve deceit (if it does, it prospectively warns the participant)

[ ]  Study does not involve vulnerable populations

[ ]  Study does not have exculpatory language
Notes:

[ ]  Approve as Exempt study; Category \_\_\_\_ [ ] with limited IRB review

[ ] Approve as Exempt study with modifications; Category \_\_\_\_ [ ] with limited IRB review

[ ] Not Exempt study – recommend expedited review

[ ] Not Exempt study – recommend full committee review (State rationale/contact CUHSR Chari)

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Reviewer Signature Date