IRB APPLICATION WORKSHEET
Choose the application level that you think your project falls under. Answer the questions for that level in detail on this word document. Email the document along with a consent form (if required), any survey instrument or health screening questionnaire for review by your faculty sponsor. Once you have received his/her comments you can cut and paste your answers into the IRB application.

Exempt application questions – anonymous and minimal risk or regular classroom practice and/or educational testing. Anonymous means there is no way to link a response to a particular participant by the researcher or anyone else reviewing the research. Confidential means that you promise not to reveal anyone’s identity.

1. What is the purpose and benefit of the project?

2. Describe the procedure

3. How will you recruit subjects?

4. What is the anticipated number of subjects and age range?

5. Are you using a survey or interview instrument

6. Could your project present a risk to persons with pre-existing health conditions such as diabetes or heart conditions? (if you answer yes to this, your project is not exempt)
Expedited application questions – Expedited is minimal risk, confidential, but not anonymous.

1. What is the purpose and benefit of the project?

2. How will you recruit subjects?

3. What is the anticipated number of subjects and age range?

4. What will the subjects do when they participate?

5. Where will they do it?

6. How will you collect the data?

7. How will you protect personally identifiable data?

8. Are you using a survey or interview instruments

9. Could your project present a risk to persons with pre-existing health conditions such as diabetes or heart conditions?
Full board application questions – more than minimal risk; risk includes physical, psychological and emotional risk

1. Explain why the project is more than minimal risk.

2. How will you minimize the risk to the subject?

3. What is the purpose and benefit of the project?

4. How will you recruit subjects?

5. What is the anticipated number of subjects and age range?

6. What will the subjects do when they participate?

7. Where will they do it?

8. How will you collect the data?

9. How will you protect personally identifiable data?

10. Are you using a survey or interview instrument?

11. Could your project present a risk to persons with pre-existing health conditions such as diabetes or heart conditions?