**SECTION 1**

**PROJECT TITLE**

**Project Title:** Insert your title here

**Department:** Insert your department here

**Briefly describe the purpose and the benefit of your project:**

Fill this in as needed

**PRELIMINARY QUESTIONS**

**Is this a student or faculty application?**

\_\_\_ Student

\_\_\_ Faculty

**Select the review level appropriate for your project:**

\_X\_ Exempt

**\_\_\_** Expedited

**\_\_\_** Full Board

**EXEMPT CRITERIA**

**Please select from the list below the Exempt Category your project falls into**

**\_\_\_ Exempt Category 1** - Research conducted in established or commonly accepted educational settings, involving normal educational practices. Research may not adversely affect students' opportunity to learn required education content or the assessment of educators who provide instruction.

**\_\_\_ Exempt Category 2** - Research involving the use of education tests, (cognitive, diagnostic, aptitude achievement), survey procedures, interview procedures or observations 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 or criminal or civil liability or be damaging to the subjects' financial standing, employability or reputation.  This category will include limited IRB review for privacy and security of data and that harm may result from potential damage to the subjects' educational advancement.

**\_\_\_ Exempt Category 3** - Research involving benign interventions that are brief, harmless, painless, not physically invasive, not likely to have a significant adverse lasting impact and the investigator has no reason to think the subjects will find the interventions offensive or embarrassing.  This research cannot involve deception unless the deception is authorized by the participant prospectively.

**\_\_\_ Exempt Category 4** - Research involving the collection or study of 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 the subjects cannot be identified, directly or through identifiers linked to the subjects. Information must be publicly available, or not identifiable by the investigator directly or through links, the investigator will not contact subjects, and will not re-identify subjects.

**\_\_\_ Exempt Category 5** - Research and demonstration projects conducted by or subject to the approval of department or agency heads and that 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 (iv) possible changes in methods or levels of payment for benefits or services. Revised to allow for easier applicability.

**\_\_\_ Exempt Category 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 contaminate at or below the level found to be safe by the FDA or approved by the EPA.

**SECTION 2**

**Declare Whitworth Investigators:**

Insert each TEAM member name here exactly as it appears in Outlook

**Declare Off-campus Investigators:**

Insert each investigator name here. Please make sure that the emails listed for these investigators are ones that will be checked frequently.

**SECTION 3 (exempt)**

**SUBJECT INFO**

**Describe your subject population (age, gender, special conditions/requirements) and where they will be recruited from**

Fill this in as needed

**Provide a brief description of your research purpose and data collection procedures**

Fill this in as needed

**How many subjects do you plan to recruit?**

Fill this in as needed

**Subject recruitment**

\_\_\_ Whitworth

\_\_\_ Other Higher Education Institution

If yes, please attach a digital copy of the letter of approval

\_\_\_ Public or Private K-12 Institution

If yes, please attach a digital copy of the letter of approval

\_\_\_ Social Services or Other Outside Organization

If yes, please attach a digital copy of the letter of approval

\_\_\_ Other (specify below)

**Describe how you will recruit subjects and prevent coercion of participation.**

Fill this in as needed

**Where will the research be performed?**

Fill this in as needed

**DATA COLLECTION**

**What specific methods will you use to collect the data?**

Fill this in as needed

**How will you protect personally identifiable data?**

It is recommended that, unless otherwise needed, subject data will be coded to remove all identifying information that could affect confidentiality or anonymity during data analysis and dissemination. Only the research investigators and faculty supervisor should have access to collected data. All hard copy data should be stored and locked in a secure area. Electronic data should be password-protected/encrypted. Upon completion of the study, all coded data, without identifiers, must be kept for three years and then properly disposed of (i.e. deleted if electronic or shredded if there are hard copies). No identifying information should be held after coding of the data is complete and verified.

Fill this in as needed

**Study employs deception to mask the true purpose**

\_\_\_ Yes  \_\_\_ No

If yes, please create a debriefing statement that will be used to explain the deception to participants and attach it to this proposal. – template can be accessed [**HERE**](https://www.whitworth.edu/Administration/AcademicAffairs/SponsoredPrograms/IRB/WordDocuments/f-research-with-deceit-form.docx)

**Study employs a survey or interview instrument**

\_\_\_ Yes  \_\_\_ No

If yes, please create a separate survey and attach it to this proposal and the final IRB application.

**Study employs the use of non-prescription medications, supplements, caffeine, or energy drinks**

\_\_\_ Yes  \_\_\_ No

If yes, please attach a brief literature review that outlines possible side effects and safe practices, as indicated [**HERE**](https://www.whitworth.edu/Administration/AcademicAffairs/SponsoredPrograms/IRB/PDF/IRBPolicyReAlcoholControlledSubstancesOTCDrugs.pdf).

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

\_\_\_ Yes  \_\_\_ No

If yes, please attach a health screening form, an example of which can be found [**HERE**](https://www.whitworth.edu/Administration/AcademicAffairs/SponsoredPrograms/IRB/WordDocuments/HealthScreeningTemplate.doc)

**SECTION 4**

**CONSENT DETAILS**

**Consent type**

\_\_\_ I am requesting a waiver of written consent and will use a consent script instead

If checked, please provide a justification for the waiver.

If checked, please select either of the following consent scripts and upload the corresponding document

\_\_\_ Verbal consent script – template can be accessed [**HERE**](https://www.whitworth.edu/Administration/AcademicAffairs/SponsoredPrograms/IRB/WordDocuments/k-script-for-verbal-online-consent.docx)

\_\_\_ Written consent script (e.g. cover page of survey or the first screen of online consent form) – template can be accessed [**HERE**](https://www.whitworth.edu/Administration/AcademicAffairs/SponsoredPrograms/IRB/WordDocuments/k-script-for-verbal-online-consent.docx)

\_\_\_ I will use written consent form(s)

If checked, please use the following consent form(s) (select all that apply)

\_\_\_ Adult consent (all subjects over the age of 18) – template can be accessed [**HERE**](https://www.whitworth.edu/Administration/AcademicAffairs/SponsoredPrograms/IRB/WordDocuments/a-adult-consent-form.docx)

\_\_\_ Parental consent – template can be accessed [**HERE**](https://www.whitworth.edu/Administration/AcademicAffairs/SponsoredPrograms/IRB/WordDocuments/b-parental-consent-form.docx)

\_\_\_ Child assent (required for age 7 and above) – templates can be accessed [**HERE**](https://www.whitworth.edu/Administration/AcademicAffairs/SponsoredPrograms/IRB/WordDocuments/d1-elemenary-assent-form.docx) (elementary) and [**HERE**](https://www.whitworth.edu/Administration/AcademicAffairs/SponsoredPrograms/IRB/WordDocuments/d2-middle-high-school-assent-form.docx) (middle/high school)

**Will there be an inducement for subject participation?**

\_\_\_ Yes \_\_\_ No

If yes, please explain what inducement will be used for participation and why.