

EXEMPT REVIEW PETITION FORM

for NUNM's Institutional Review Board (IRB)

Exempt Status Research

Research is eligible to be reviewed for exempt status by an IRB committee member if it involves very minimal or no risk to participants. In general, research that does not propose to disrupt or manipulate the normal life experiences of participants, incorporate any form of intrusive procedures, or involve intentional deception will be exempt from full committee review.

Please note that **all of the rights and protection afforded to human subjects in research are required in exempt status cases**. In short, research with exempt status **is exempt only from full committee review**. Investigators engaged in human subject research that qualifies for exempt status **must still complete an IRQ, prepare an informed consent statement (as appropriate for the methods), copies of any/all data collection instruments (e.g., survey, standardized interview guide, data abstraction forms, etc.), copies of any/all materials that will be viewed or received by participants, and provide a detailed description below of the project aims, data collection methods, and analytical plan for any data collected**.

Please email this completed form to the IRB Liaison at IRB@nunm.edu with all required documents for IRB review.

Study Title:

Short Title or Acronym:

(limit to 54 characters)

Principal Investigator (PI):

PI Telephone Number:

PI Email:

Submission with petition for EXEMPTION - this project is (check the relevant option):

Research conducted in established or commonly accepted educational settings, involving normal educational practices.

Research involving the use of educational tests, survey procedures, interview procedures, or observation of public behavior.

IRB Exemption Petition Form

Short Title/Acronym:

PI:

IRB#:

Study Approval Date:

Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens.

Research and demonstration projects which are designed to study, evaluate, or otherwise examine public benefit or service programs.

Taste and food quality evaluation and consumer acceptance study.

Please Note: Survey/interview procedures are ‘Non-Exempt’ under any of the following conditions:

- a. Research that involves protected classes or vulnerable populations (such as prisoners, pregnant women, mentally disabled persons, research by a faculty member on his/her own students) is never exempt.
- b. Responses are recorded in such a manner that the participant can be identified, either directly or through linked identifiers.
- c. Responses, if they become known outside the research setting, could reasonably place the participant at risk of criminal or civil liability or be damaging to the participant's financial standing, employability, or reputation within the community.
- d. Research deals with sensitive aspects of participant's own behavior, such as illegal conduct, use of alcohol, drugs or other addictive substances.
- e. Questions ask about sexual attitudes, preferences, or practices.
- f. Questions request information pertaining to a participant's psychological well-being or mental health.
- g. Research involves HIV status information.

The study team confirms none of the above criteria apply to the proposed research.

Please detail the overall study methodology below (e.g., survey, retrospective medical chart review, demonstration project of service program, etc.). Provide more detail than the checklist above allowing reviewers to fully understand what you intend to do in your proposed research.

IRB Exemption Petition Form

Short Title/Acronym:

PI:

IRB#:

Study Approval Date:

Please provide the Aims/Objectives of your proposed research:

Provide details on your analytical plan for any/all data collected:

The study team confirms copies of all an informed consent statement (as appropriate for the methods), copies of any/all data collection instruments (e.g., survey, standardized interview guide, data abstraction forms, etc.), and copies of any/all materials that will be viewed or received by participants are included with this submission.

PI Signature

Date

Please use the following file naming convention for all submission files:

PI Last Name, Study Short Title, Form Name, Form Version Date (mm.dd.yy)

ex: Smith_Diet and IHPH_Exemption Petition Form_07.14.21.pdf

IRB Exemption Petition Form

Short Title/Acronym:

PI:

IRB#:

Study Approval Date:

This page is for the IRB Chair only

Review Date:

IRB Number:

IRB Exempt Review Approved (Please see comments on original documents.)

If an exempt review is approved, file this form along with all proposal documents where they can be easily accessed and identified.

IRB Exempt Review Not Approved (Please see comments on original documents.)

If the exempt review is not approved, the IRB Liaison will contact the PI to inform them that the study has not been approved for expedited review and will be reviewed by the full IRB.

IRB Chairperson Signature

Date

IRB Exemption Petition Form

Short Title/Acronym:

PI:

IRB#:

Study Approval Date: