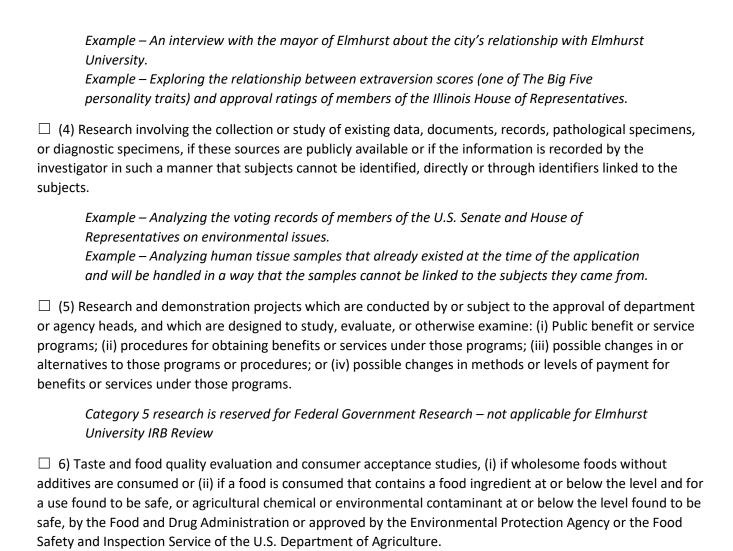
Checklist for Determining Exempt Research Status

Instructions: Use this worksheet to determine whether a complete protocol application needs to be submitted for your proposed project to the Institutional Review Board. This worksheet is designed to help investigators find out whether their project constitutes human subjects research, according to the definitions provided by the federal regulations for the protection of human subjects - 45 CFR 46, posted on the Office of Human Research Protections (OHRP) website. Please fill out the information in the prescribed order to ensure accuracy. Students: Complete this worksheet with your faculty supervisor. All: Retain this worksheet for your records. Researchers who believe that their project warrants exempt status should submit this form to the IRB/IACUC Chair at irb@elmhurst.edu.

PROJECT INFORMATION:	
Completed By:	Date:
Signature of Faculty Supervisor (if applicable):	Date:
Project Title:	
Description of project: <i>Briefly describe the purpose of the research and the methods that we data collection.</i>	vill be implemented for
CATEGORY A: EXEMPT STATUS:	
Definition : Exempt research projects present risks so benign to the human subjects who per that the federal regulations say such projects are exempt from review. Nevertheless, given of interest with a researcher designating their own project as exempt, this status must be independent board of researchers (the IRB) who ensure that the research poses minimal research status allows researchers working on the project to amend their study materials at The researchers need to submit revisions to the IRB only when the revisions proposed mig "exempt" status — or in other words, the revisions being made pose more than benign risk. The primary investigator (faculty or staff) of this research is the one who makes this risk as researcher is unsure whether study changes increase risk, please contact the chair of the I	the inherent conflict determined by an isks to participants. t their own discretion. th threaten the to human subjects. ssessment. If the
CLASSIFICATION PART A: Please check each box that applies. This ensures that you read the believe that your project meets the following criteria. In order to obtain exempt status, all be checked to proceed.	
$\ \square$ The research does not involve as subjects prisoners, fetuses, pregnant women, the ser or cognitively compromised adults.	iously ill, or mentally
☐ The research does not involve the collection or recording of behavior which, if known could reasonably place subjects at risk of criminal or civil liability or be damaging to the su standing, employability, or reputation.	

☐ The research does not involve the collection of information regarding sensitive aspects of subjects' behavior (e.g., drug or alcohol use, illegal conduct, sexual behavior).
\square The research does not involve subjects under the age of 18.
☐ The research does not involve deception.
\square The procedures of this research are generally free of foreseeable risk to the subject.
\Box The research does not require a waiver from informed consent procedures (i.e., a consent form will be included in your procedures.
Initial here to confirm that you still believe your research qualifies as exempt:
CLASSIFICATION PART B : In order to establish that your research qualifies for exempt status, <u>at least 1 of the following criteria must apply to your research project</u> . Please check all relevant boxes:
☐ (1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (i) research on regular and special education instructional strategies, or (ii) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.
Example – A math instructor comparing the effectiveness of posting videos of step-by-step solutions for select homework problems online to working through select homework problems step-by-step during class time. Example – Exploring the advantages and disadvantages of a writing assignment that requires students to share their writing with their peers and receive peer feedback regularly throughout the writing process.
☐ (2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation 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 of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation.
Example – A survey of Elmhurst University students on their use of the internet. Example – Interviewing local bar owners about the impact of new liquor laws on their businesses. Example – Observing how fans of opposing teams interact while watching college football games.
☐ (3) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior that is not exempt under paragraph (2) of this section, if: (i) the human subjects are elected or appointed public officials or candidates for public office; or (ii) federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.



Example – Tasting new ice cream flavors in the cafeteria to determine which flavors to make part of Chartwells' everyday offerings.

Example – Tasting salsas to determine which is the spiciest.

Initialing here indicates that you believe your research meets all the qualifications for exempt status:

Note: The research cannot involve prisoners or be subject to FDA regulation. Children may participate but you must obtain parental consent and child assent.

If you believe that your research does NOT qualify for exempt status, please initial here:

If the project does not meet the requirements for exempt status, the researcher should submit an application for research involving Human Subjects (IRB) or Animal Subjects (IACUC).

EU IRB/IACUC rev.3/9/22