

Guidelines for Completing an Application for Exempt Research EWU Institutional Review Board for Human Subjects Research

Principal Investigator. Please include all individuals, but not the faculty sponsor in case of student research unless the faculty member is actively involved as a researcher in the project.

Phone number & e-mail. Please list a telephone number and an e-mail address where the PI can be reached.

Responsible Project Investigator. All student projects must have a faculty/staff sponsor who is accountable for their work being conducted in accordance with the requirements of university and federal policy. (This is a federal requirement.) Please include the RPI's campus phone number, address and mail stop.

Anticipated starting date. This date should be subsequent to the date of submission of the application for exemption and allow sufficient time for review of the application. Applicants are reminded that they may not begin the research until they have received approval of their IRB application.

Rationale for exemption. Please state exactly why you feel the research meets the specific grounds listed in the exemption checked. If the applicant checks "yes" under any of the twelve conditions in the decision aid list that contravene an exemption then they should explain why an exemption should still be considered.

Purpose and methodology of the research. Please state concisely what the purpose of the research is and, as appropriate, the hypothesis to be tested, the dependent and independent variables, and the research methodology. Be specific and provide sufficient information so that the IRB can make an informed decision as to what the research will entail. Failure to provide sufficient information in this and the following section is the basic reason for a delay in the approval process.

Procedure for the subjects. Please state explicitly what the subjects will be required to do for the research. To be exempt the subjects will usually be anonymous and must be involved in procedures that involve no more than minimal risk. If there is to be a survey or questionnaire administered please attach a copy of the questionnaire to the application as well as any written cover material or the script for an oral explanation to the subjects as to what they will have to do. State the procedure for ensuring how the subjects' anonymity or confidentiality will be maintained. If the researcher also has the role of teacher in relation to the subject, the pedagogical procedures should not be included, state only the procedures used in the research. Admittedly it will sometimes be difficult to distinguish between these two roles, but in the case of children the teacher can interact with the student, but when they are behaving as researcher they may not interact with the child for the purposes of exempt research.

Attach all proposed communications you intend to have with potential research participants including recruitment materials (scripts, texts, emails, flyers), surveys, questionnaires, interview questions, information sheets, statements of informed consent, consent forms, etc. If you are conducting research for or working with an entity other than EWU, please provide a letter or email that verifies that the PI has permission to conduct the research.

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Vulnerable subjects. Depending on the specifics of the research, some vulnerable populations of subjects may not be granted exemptions that would apply to normal or non-vulnerable subjects.

Additional information. Additional resources that may be useful in completing an application for exempt research include the Exempt Research Decision Aid, [EWU Policy 302-02](#), and the federal Common Rule ([45 CFR Part 46](#)).

Signatures. Applications without the requisite signatures will not be considered and will be returned to the applicant.

Submission procedure

After the application is completed and all supporting documents obtained, the investigator should send all materials as email attachments to the IRB via the Office of Grant and Research Development (ogrd@ewu.edu). In the case of student research, the application must be reviewed and signed by the Responsible Project Investigator and the department IRB representative prior to sending it to the IRB. In the case of faculty or staff applications for exemption, these may be submitted directly to the IRB unless department policy requires department review. This should be done in a timely manner prior to the start of research. An official IRB approval must be obtained before initiation of subject recruitment or initiation of any procedures that involve human subjects. Approval of exempt protocols is valid for one year from the date of approval for students and five years for faculty and staff.