



APPENDIX 1 APPLICATION FOR EXEMPT RESEARCH

RESPONSIBLE PROJECT INVESTIGATOR (RPI)

The RPI shall serve as the project supervisor and be held accountable for all aspects of the project. TFC students cannot be listed as RPIs. Students conducting research must have member of TFC faculty or staff serve as the RPI.

FIRST NAME:	MIDDLE INITIAL:	LAST NAME:
TELEPHONE:	FAX NUMBER:	E-MAIL:
OFFICE ADDRESS:		
CITY:	STATE:	ZIP:
DEPARTMENT:		
COMPLETE TITLE OF RESEARCH PROJECT:		CODE NAME (ONE WORD):

INVESTIGATORS

Individuals who are directly responsible for any of the following: the project's design, implementation, consent process, data collection, and data analysis. If more investigators exist than lines provided, please attach a separate list.

FIRST NAME:	MIDDLE INITIAL:	LAST NAME:
TELEPHONE:	FAX NUMBER:	EMAIL:
OFFICE ADDRESS:		
CITY:	STATE:	ZIP:
AFFILIATION: <input type="checkbox"/> Faculty <input type="checkbox"/> Student <input type="checkbox"/> Staff <input type="checkbox"/> Other: _____		
FIRST NAME:	MIDDLE INITIAL:	LAST NAME:
TELEPHONE:	FAX NUMBER:	EMAIL:
OFFICE ADDRESS:		
CITY:	STATE:	ZIP:
AFFILIATION: <input type="checkbox"/> Faculty <input type="checkbox"/> Student <input type="checkbox"/> Staff <input type="checkbox"/> Other: _____		

LIST ADDITIONAL INVESTIGATORS ON ATTACHMENT AND CHECK HERE:

TYPE OF RESEARCH

1. This study is being conducted as part of (check all that apply):

- Faculty Research
- Non-Thesis Student Research
- Doctoral Dissertation
- Honors or Individual Problems Project
- Master's Thesis
- Other: _____

FUNDING

2. Is this research project externally funded or contracted for by an agency or institution which is independent of the college?
 Remember, if the project receives ANY federal support, then the project MUST be reviewed by the University's Institutional Review Board (IRB).

- Yes (If yes, indicate the granting or contracting agency and provide identifying information.)
- No

AGENCY NAME:
 MAILING ADDRESS:
 POINT OF CONTACT:
 TELEPHONE:

RESEARCH DATES

3a. Date you wish to start research (MM/DD/YY) ____/____/____
 3b. Date you wish to end research (MM/DD/YY) ____/____/____

HUMAN SUBJECTS REVIEW

4. Has this project been reviewed by any other committee (college, university, governmental, private sector) for the protection of human research participants?

- Yes
- No

4a. If yes, is TFC conducting the primary review?

- Yes
- No (If no go to 4b)

4b. Who is conducting the primary review?

STUDY PURPOSE

5. Attach a description of the following items:

- Description of the Proposed Study
- Research Protocol
- References
- Any Letters, Flyers, Questionnaires, etc. which will be distributed to the study subjects or other study participants
- If the research is part of a research proposal submitted for federal, state or external funding, submit a copy of the FULL proposal.

NOTE: The description should be in sufficient detail to allow the Institutional Review Board to determine if the study can be classified as EXEMPT under Federal Regulations 45CFR46.101(b).

EXEMPTION CATEGORIES

6. Identify which of the 6 federal exemption categories below applies to your research proposal and explain why the proposed research meets the category. Federal law 45 CFR 46.101(b) identifies the following EXEMPT categories. Check all that apply and provide comments.

SPECIAL NOTE: The exemptions at 45 CFR 46.101(b) do not apply to research involving prisoners, fetuses, pregnant women, or human in vitro fertilization. The exemption at 45 CFR 46.101(b)(2), for research involving survey or interview procedures or observation of public behavior, does not apply to research with children, except for research involving observations of public behavior when the investigator(s) do not participate in the activities being observed.

(6.1) 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.

Comments:

(6.2) 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.

Comments:

(6.3) 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 (b)(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.

Comments:

(6.4) Research, involving the collection or study of existing 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 subjects cannot be identified, directly or through identifiers linked to the subjects.

Comments:

(6.5) Does not apply to the college setting; do not use it

(6.6) 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 contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

Comments:

PLEASE NOTE:

1. You may begin research when the Institutional Review Board gives notice of its approval.
2. You **MUST** inform the Institutional Review Board of ANY changes in method or procedure that may conceivably alter the exempt status of the project.

SIGNATURE & DATE

Responsible Project Investigator (Must be original signature):

Date: