Office of Academic Research
Institutional Review Board
Gregory Hall, room 456
PO Box 24708
West Palm Beach, FL 33416-4708
(561) 803-2463

IRB Exemption Request for Research Involving Human Participants (Form 06.2-1a)

(Prior to submission of this form, review the IRB Exemption Screening Checklist at http://pba.callisto-science.org/OAR/decision-tree.html.)

1. Project Identification

Project Title:	
Principal Investigator (PI):	
PI Department:	
PI Phone:	
PI Email:	
PBAU Co-Investigators:	
Non-PBAU Affiliated Co-Investigators (if applicable):	
Faculty Advisor (if applicable):	
Faculty Advisor Department:	
Faculty Advisor Phone:	
Faculty Advisor Email:	
Proposed Study Dates:	
Name of External Funding Agency (if applicable):	
Funding Agency's Deadline:	

2. Mark each category describing the proposed research (one of more may be applicable):

☐	**Category 1**	**Educational Purposes Only.** 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. Examples include but are not limited to (1) evaluating the use of accepted or revised standardized tests, (2) testing or comparing a curriculum or lesson and, (3) a program evaluation of pharmacy continuing education. Please submit questionnaire(s), surveys and consent documents.
☐	**Category 2**	**Surveys, Interviews, Public Observation, Educational Tests.** 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. Examples include but are not limited to (1) surveys of teachers, nurses, or doctors about a technique or an outcome, (2) interviews with managers about a management style or best practices, and (3) conducting a focus group about an experience or an opinion of a community program in West Palm Beach. *Note*: The section of this category pertaining to standardized educational tests may be applied to research involving children. This category may also apply to research with children when the investigator observes public behavior but does not participate in that behavior or activity. This section is not applicable to survey or interview research involving children. Please submit questionnaire(s), surveys, and consent documents.

☐	**Category 3**	**Elected or Public Officials.** 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 appropriate Florida state sunshine laws, 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. An example would be an interview of a public official about a local or global issue. Please submit questionnaire(s), surveys and consent documents.
☐	**Category 4**	**Research with Existing Data.** 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. An example would be analyzing existing tissue samples, publically available gene sequences, or a dataset which are recorded by the investigator without identifiers. *Note: "Existing" means existing before the research is proposed to the institutional review board to determine whether the research is exempt.
☐	**Category 5**	**Public Benefit or Service Programs.** Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which 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; or (iv) possible changes in methods or levels of payment for benefits or services under those programs. See OHRP's guidance regarding this category
☐	**Category 6**	**Taste Tests.** (See also FDA's Exempt Category) 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.

3. Briefly describe the purpose and goals of the proposed research.

4. Describe how participants, data, and/or specimens will be selected.

5. Does the research involve deception? ☐Yes ☐No

6. Describe why the proposed research procedures will not cause a participant either physical or psychological discomfort. Please include a discussion concerning whether the research could be perceived as harassment above and beyond what the person would experience in his or her daily life.

7. Describe provisions to maintain the confidentiality of all data both during and after the completion of the research investigation.

8. Describe all provisions to protect the privacy of the participants (e.g., individuals will not be publicly identified; all interviews will be conducted in a private area such as an office; etc.).

9. Will the research involve obtaining data through either an intervention or interaction with participants? (e.g., manipulations of participants or their environment, communication or interpersonal contact between researcher and participant, including interviews, surveys, focus groups, online surveys; physical procedures; etc.)

☐Yes ☐No

a. What age groups will be included? *

*Within the consent document, include a statement of age groups to be included in the study.

b. Describe the consent/assent process to be used.

10. Will an online survey be utilized in this study? ☐Yes * ☐No

*If yes, use the Online Survey Cover Letter template at http://pba.callisto-science.org/OAR/consent_relelated_documents.html.

11. List all of the survey instruments to be used during the course of the research project including but not limited to pre-/post-tests, online surveys or questionnaires, interview questionnaires, focus group questionnaires , etc.). Please submit these documents along with this form.

Submit all survey instruments (if any), consent documentation, and any other supporting material, with this form to david_compton@pba.edu. Be advised that if your study cannot be granted an exemption by the IRB, you may be directed to submit the IRB Approval Request form to assist the board with further review of your study. Please note that this will require additional processing time as well as additional review. Direct all questions to the IRB at (561) 803-2463 or david_compton@pba.edu.