

**HUMBOLDT STATE UNIVERSITY
COMMITTEE FOR THE PROTECTION OF HUMAN SUBJECTS IN
RESEARCH**

REQUEST FOR EXEMPTION FOR COURSE ASSIGNMENT

HSU has taken the position that any proposed systematic plan of investigation involving human subjects the results of which will or may be disseminated to audiences should be submitted to the IRB for review. This includes class assignments that fit this definition of research. To ensure that you and your students are covered by IRB approval, and that data collected may be used in unanticipated ways in the future for student or faculty research, please complete the form at the end of this document.

To facilitate more research activity in undergraduate and graduate courses, the IRB provides the following course assignment review form that can be used for an entire class to replace the forms that required review for each student project. This form can only be used for research assignments that fall under the “Exempt” category. These generally include research in established educational settings, interviews and observations in public places (except for public officials), mining historical data or written materials, education tests, taste tests for food, and the evaluation of Federally funded service programs.

Definition of research that qualifies for EXEMPTION

Unless otherwise required by department or agency heads, research activities in which the only involvement of human subjects will be in one or more of the following categories will be judged as exempt by the IRB:

1. Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as
 - a. Research on regular and special education instruction strategies, or
 - b. Research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.
2. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior, unless:
 - a. Information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and
 - b. Any disclosure of the human subjects’ response 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.

N. B. If both 2a and 2b apply, your research is not exempt.

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:

- a. Human subjects are elected or appointed public officials or candidates for public office; or
 - b. Federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.
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.
 5. Research and demonstration projects which are conducted by or subject to the approval of (FEDERAL) department or agency heads, and which are designed to study, evaluate, or otherwise examine:
 - a. Public benefit or service programs;
 - b. Procedures for obtaining benefits or services under those programs;
 - c. Possible changes in or alternatives to those programs or procedures; or
 - d. Possible changes in methods or levels of payment for benefits or services under those programs.
 6. Taste and food quality evaluation and consumer acceptance studies,
 - a. If wholesome foods without additives are consumed, or
 - b. 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.

INSTRUCTIONS FOR “REQUEST FOR EXEMPTION FOR SURVEY”

Please note that not all research which uses only surveys is exempt from IRB Review. To be granted an exemption, your survey must meet the following criteria:

1. Subjects must all be 18 or over;
2. Subjects’ responses must be made anonymously, or the
3. Information requested must place subjects at **no** risk if disclosed.

Surveys involving **children** (persons under 18 years old who are neither emancipated nor married) cannot be granted exemptions. Surveys involving children require parental consent and full-board review. A survey is **anonymous** only if no one, including the researcher, can know which subject made which response. **Risks** to be considered include risk of criminal or civil liability, damage to subjects’ financial standing, employability, or reputation.

Use of some or all of the following strategies will help to assure that your survey is exempt: (a) Include information on the top of the survey (or in oral instructions for a phone survey) indicating

that it is **research**, subject participation is **voluntary**, **If you are under 18 please do not participate in this survey**, and **do not write your name anywhere on the survey**, or **DO not tell me (the researcher) your name**. (b) Instruct the subjects to return the survey to a mail address, drop box, or other location where their responses will be mixed with those of other subjects before they are reviewed. (c) Use only random phone dialing methods or randomly generated lists of phone numbers rather than directories to administer a phone survey. **OR** (d) Ask only questions on your survey which place subjects at no risk.

Instructions for **Method of Administering Survey**: Please tell where and under what conditions the survey will be distributed to subjects, completed and returned. Here are some examples: (a) The survey will be handed out in introductory Psychology classes, and collected all at once. (b) The survey will be mail to all freshmen and returned to a mail box in the Journalism Department. (c) The survey will be placed in all dormitories with instructions to return it to the Speech Communications Department. (d) The survey will be handed to students walking by in the quad, with instructions to place the completed survey in a drop box in the University Center.

Instructions for **SUBJECT Population**: Please specify what kind of people you will be studying. Examples: (a) female college students; (b) male runners enrolled in cross-country at Humboldt State University; (c) teachers working in grade 6 of Eureka public schools.

Approval indicated by the execution of this form is for one calendar year. If your study will continue beyond the expiration date, you must apply for renewal in enough time in advance of this date to prevent interruption in your work. If your survey form or your method of administering it must be modified, you must also apply for approval of your proposed modification.

If your request for exemption is denied, you may revise your research proposal and resubmit your request for an exemption, or you may submit a full application for review for approval for human subject research in the categories of no more than minimal risk or more than minimal risk.

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RESEARCH
FORM 4
REQUEST FOR EXEMPTION FOR COURSE ASSIGNMENT FORM**

1. Course instructor:

Name:

Department:

Course name and #:

2. Assignment Title:

3. Assignment description:

4. Status of Request (check one):

- New
 Renewal
 Modification

5. Dates for research assignment (Note: IRB committee members have 10 business days to read and review proposals. Research cannot start until it is approved):

Begin:

End:

6. Subject Population:

7. Method: Include sampling procedures, method of obtaining informed consent, and procedures for maintaining confidentiality/anonymity of participants.

8. How will the results be reports/used?