**Hobart and William Smith Colleges**

**Institutional Review Board**

**Form D**

**Application for Exemption from IRB Review for**

**Course-Based Student Research with Human Subjects**

**Directions:** This application is to be submitted to and approved in writing by the IRB ***prior*** to the initiation of any investigation involving human subjects. Research projects done as part of an independent study, Honors project, or graduate thesis should not use this form. **Note that research activities will only be considered for exemption from further review when all items in Section One apply**. Please submit a signed, paper copy and an electronic version of your application with copies of all consent forms, surveys, questionnaires and/or interview protocols you plan to use to the Office of Academic and Faculty Affairs.

**FACULTY SUPERVISOR**

*Name*: Click here to enter text.

*HWS Department Affiliation*: Click here to enter text.

*Campus Address*: Click here to enter text.

*Email Address*: Click here to enter text.

*Phone Number*: Click here to enter text.

**COURSE INFORMATION**

*Name*: Click here to enter text.

*Course Number*: Click here to enter text.

**PROJECT**  *Title*: Click here to enter text.

*Anticipated* *Starting Date*: Click here to enter text.

*End Date (1-year maximum)*: Click here to enter text.

*Project Involves*:  Single project for the entire course

Multiple projects for the entire course

Other: Click here to enter text.

*For IRB use only*: **Application #** \_\_\_\_\_ \_\_\_\_\_

**Submission Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ Approved \_\_\_ Not approved **Revision Date:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Print Chair’s Name Chair’s Signature Date

**SECTION ONE**: Please check Yes or No for each statement as it applies to the project.

Yes  No 1. The human subjects are at least 18 years old or are HWS students.

Yes  No 2. The human subjects are not pregnant women, fetuses, or neonates; institutionalized persons (e.g., in prison); persons with psychiatric, cognitive, or developmental disorders; or persons under the influence of alcohol or drugs.

Yes  No 3. The research involves minimal or no risk (physical, psychological, social, reputational, or financial) to the subjects, and does not involve deception.

Yes  No 4. If the data collected are not public records or observations of public behavior, informed consent will be obtained from all subjects.

Yes  No 5. If the data collected are not public records or observations of public behavior, the data will remain confidential and the identities of the subjects (and of all persons about whom data is collected) will remain confidential.

Yes  No 6. The research will not be published or disseminated outside the HWS campus community (meaning faculty, staff, and students of the Colleges) without specific approval from the IRB through the subsequent submission of a Form A or Form B application. ***Note:*** course-based projects that may lead or expect to lead to publication, dissemination, or other public presentations (including campus symposium, talks, and presentations, where non- community members reasonably may be expected to attend) of the research should complete a Form C.

Yes  No 7. Data collected in this research will be used only by the student(s) for his/her/their classroom project and will not be used in any research study without the expressed approval of the IRB.

Yes  No 8. All observations or data that can be linked to or identified with specific human subjects of this study will be destroyed upon completion of the research project and the remaining data will not be used in any faculty or student research project without specific approval from the IRB through subsequent submission of a Form A or Form C application.

Yes  No 9. The Faculty Supervisor has completed the online Human Participant Protections Education Training Course.

**If you cannot answer YES to all of the statements above, your research project does not qualify for an exemption from IRB review and you must complete Form C, *Application to Conduct Course-Based Student Research with Human Subjects*.**

**SECTION TWO:**

1. Supervision of student researchers – *Describe the steps that will be taken to ensure that student researchers are prepared to conduct this project and relevant analyses. Will student researchers be required to take the online Human Participant Protections Education Training Course; classes on research ethics, methodology, and analysis; and/or other steps to ensure their awareness and appreciation of their role in the research process?*

Click here to enter text.

2. Student Research Projects **--** *Please describe in brief the course-based student research project(s) that is(are) exempt from review and list the students’ research projects by title, research design/method, description of sample population, and student researchers.*

Project #1 Title: Click here to enter text.

Description: Click here to enter text.

Research design/method: Click here to enter text.

Sample population: Click here to enter text.

Student researchers: Click here to enter text.

If multiple projects are involved, include the above information for each project in the appendix.

**ASSURANCE STATEMENT**

Federal guidelines mandate that research be of sufficient merit to justify the participation of human subjects. In the case of student research, the responsibility for determining merit is shared with the student’s supervisor. I confirm that the procedures described above are accurate and will be followed in the course of the research project.

By signing below, I also acknowledge that I have discussed the proposed project with the student researchers and find the research to be of sufficient merit to justify the use of human participants. I acknowledge my responsibility for protecting the rights and welfare of human research participants, ensuring compliance with IRB protocols and expectations, and assisting the student researchers in the effective administration and conduct of this project. I also acknowledge that I have completed the online Human Participant Protections Education Training Course within the last ten years. I will notify the IRB of any changes to procedures and if unanticipated problems arise during the research process.

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Signature of Faculty Supervisor Date