

Oberlin College, College of Arts and Sciences, Office of the Dean

 Cox Administration Building 101

70 North Professor Street

Oberlin, Ohio 44074-1090

Telephone: (440) 775-8410

Fax: (440) 775-6662

**For use by IRB Administrator only**

 Proposal No:

 Date Received:

 Date Approved:

 Expiration Date:

 [ ]  Exempt (Category:       )

 [ ]  Expedited (Reviewers:       )

 [ ]  Full Committee

 Notification Sent:

 Signature:

**REQUEST FOR BLANKET EXEMPTION FROM IRB REVIEW**

Class Title:

Proposed Start Date of Research:

Investigator Name:       Department:       Email:       Phone:

**Class Project Description:** Please write a brief description of the purpose and nature of the assignment(s). The Institutional Review Board is comprised of individuals from a number of disciplines, please describe the assignment(s) in a manner that clearly conveys the necessary information to someone outside your field of expertise, and provides enough information to judge whether the project meets the requirements for exemption from full committee review. Please attach **examples** of the types of class projects to be conducted (e.g. survey or interview questions).

**Enter Text**:

**Acknowledgments**

As part of a course I am teaching (title      ) during the (semester      ) of (year      ) students will conduct independent/group assignments that include human participants. These assignments are for **instructional purposes only** and are not part of any independent student or faculty research project (e.g. honors research, independent research, faculty research). **Initial here**:

I have read the **attached document**detailing minimal risk and I affirm that the projects to be completed will pose no more than minimal risk. In the event that a student project may pose more than minimal risk, a separate application for that project will be submitted for IRB review. **Initial here**:

I affirm that students will be taught the research-relevant protocols of the field (e.g. conducting an oral history, administering a survey) and the criteria for a study being classified as minimal risk. **Initial here**:

I affirm that students will provide participants with consent forms (if appropriate) and all participants will be given a copy of the consent form to keep. For studies not requiring a consent form, participants will be given information indicating the purpose of the project, their rights as participants, including the right to withdraw at any time without penalty. **Initial here**:

If at any time the course assignment develops to a point that it may become a research project, an IRB application will be submitted prior to beginning the research project. **Initial here**:

No projects will be conducted with participants under the age of 18 or with prisoners. **Initial here**:

I have attached a list of the types of projects/questions/surveys to be completed. **Initial here**:

**Project Checklist**

**I certify that the research project falls into one or more of the following categories** (please check all that apply):

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. [ ]

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 research participants can be identified, directly or through identifiers linked to the participants; and (ii) any disclosure of the human subject's responses outside the research could reasonably place the participants at risk of criminal or civil liability or be damaging to the subject's financial standing, employability, or reputation. [ ]

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 the item above, if : (i) the human participants 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. [ ]

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 participants cannot be identified, directly or through identifiers linked to the participants. [ ]

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. [ ]

Taste and food quality evaluation and consumer acceptance studies, (i) if wholesome foods without additives are consumed or (ii) if the 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. [ ]

Oral Histories: The Oral History Association defines oral history as “a method of gathering and preserving historical information through recorded interviews with participants in past events and ways of life.” The project being done uses oral history methodology and is NOT “a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.” [ ]

**Investigator’s Signature\*:**       **Date:**

\* Your signature indicates that you have **reviewed and approved** this application and accept responsibility for the research described, including work by students under your direction. Please type in your name as an electronic signature. For an electronic signature to be accepted, the protocol must be emailed from the Faculty sponsor’s account.

Completed application forms should be emailed as an attachment to the Institutional Review Board at ocirb@oberlin.edu. Student research with human subjects cannot begin until this application has been approved.

**Minimal Risk Defined**

In the federal rules, **minimal risk** means "that the probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests."

**Guidance:** The IRB considers **minimal risk studies** as comparable to the following examples:

1. tests and measures of mental status or memory functioning outside of a clinical setting;
2. standardized IQ tests;
3. personality inventories;
4. consumer preference surveys; or
5. other routine information that is not sensitive such as data gathered for educational or employment purposes where there is an expectation of standardized tests or routine examinations.

**Greater than minimal risk studies** include the gathering of **personal information** that is sensitive or where the conditions are similar to those where an individual might seek professional care or counseling, such as:

1. parenting problems and practices
2. depression, grief
3. illicit drug use
4. alcohol abuse
5. self-reporting of criminal behavior
6. eating disorders
7. sexual behavior
8. fertility
9. termination of pregnancy
10. Sensitive cultural, racial or gender issues

Greater than minimal risk studies may also include **research procedures** that employ

1. deception
2. covert observations in settings where privacy is expected
3. collection of data that could result in embarrassment or other personal harms due to a breach of confidentiality (including information about underage drinking, illegal activities)
4. infliction of pain or physical discomfort
5. use of medical records or protected health information
6. the enrollment of participants with impairments, disabilities or psychological disorders

Please contact the IRB chair if you have any questions/concerns about whether a study qualifies as minimal risk.