



REQUEST FOR EXEMPTION FROM REVIEW

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| Name of Investigator (MAY NOT BE AN UNDERGRADUATE STUDENT): | |
| Email: | Department: |
| Name(s) of Student Project Assistants: | |
| Proposal Title: | |

I. Exemption from Review at Emmanuel College is permitted when the study meets one of the criteria listed below. Please check which criterion your study falls under.

- (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.
- (2) (Non-Vulnerable Adults only) 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. (If i and ii are true, then exemption will not be granted.)
- (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 the paragraph above if: 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.
- (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. Existing data means that the data were collected prior to the start of this study. No information recorded by the investigator can include identifiers.



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II. Please describe in a paragraph your participants and methods:

III. Please attach all instruments (e.g., surveys, interview questions).

IV. Please attach your consent document or information sheet or state how participants will be otherwise informed that they are part of a research study and can choose not to participate.

V. If applicable, please attach recruitment materials (e.g., letter of invitation, flyers), HIPPA authorization, and letters of permission from internal departments or external agencies.

Principal Investigator's Signature: _____

Date: _____

Principal Investigator's Signature: _____
(must be a faculty member)

Date: _____

***Please note that the CPHPR may request additional information concerning the proposal. The CPHPR will make a determination as to whether the proposal is exempt from review or it is necessary to complete the proposal submission form.**



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CPHPR OFFICE USE ONLY

ACTION TAKEN:

EXEMPT

NOT EXEMPT

FURTHER ACTION TAKEN:

CPHPR Chair's Signature: _____

Date: _____

CPHPR Study/Proposal Number: