Certain research activities may be exempt from IRB review (as outlined in the Code of Federal Regulations, detailed in Section 2 below). Such research needs to be reviewed and approved by the IRB Chair only, and does not require expedited or full-committee review. This allows for documentation of all research activities that are taking place on campus, which is required for federal accountability purposes. Please note that if Arcadia University is audited by the federal government, any undocumented research activities that are taking place (at any level) may result in ALL federally-funded projects on campus being IMMEDIATELY terminated and all projects being subjected to further scrutiny and accountability procedures.

Researchers requesting Review for Exempt Status must complete Section 1 (facesheet), and include documentation related to information required in Sections 2 and 3 in order for Review for Exempt Status to be conducted in a timely manner. Project Review for Exempt Status applications and forms may be submitted to the COPRS Office as soon as they are complete.

In making a determination of whether or not the research requires review for exempt status, or whether higher levels of review are required, the investigator/researcher is encouraged to err on the side of caution and contact the Arcadia University COPRS Chair at the COPRS Office/Office for Sponsored Projects, 38 Heinz Hall, 267-620-4111. COPRS policy and procedures, educational and training links, forms and related information can be found on the Research tab of MyArcadia.

**Documentation to be submitted for Project Review for Exempt Status:**

**SECTION 1:** Complete the [IRB Face Sheet](file:///I%3A%5CFS%5Cguide%5Ccoprs%5Cpdfs%5CAU_IRB_facesheet.doc)

**SECTION 2:** Please check those items that apply to your research and qualify it for exempt status [45 CFR 46.101(b)]. Include these pages (or copies) with the IRB Face Sheet (SECTION 1) and supporting documentation as described in SECTION 3:

[ ]  (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) 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 (e.g. social security numbers) 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.

[ ]  (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 (b)(2) of this section, if:

(i) the human subjects are elected or appointed public officials or candidates for public office; or

(ii) personally identifiable information is obtained, confidentiality of this 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. *(Please refer to COPRS guidelines on the use of Research Involving Existing Data Sets for clarification of level of review across varied circumstances involving data sets and conditions related to de-identification.)*

[ ]  (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:

 (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.

**SECTION 3:** Please attach a brief type-written summary (in lay language) of your research. Make sure to include clear and explicit justification as to why it fits the criteria you have chosen. Give definitions for all acronyms used. This document should be titled **Justification for Exempt Status** and include the following in **the exact order using the exact headings with numbers (1 through 4):**

1. **Purpose** (e.g., How would you explain to a non-scientist the specific objectives of the proposed work?)
2. **Brief Background** and **Goals of the project**
3. **Description of Proposed Research**
4. **Explanation as to why the Protocol should be approved for Exempt status** (refer above).

The **Application for Exempt Status** should include the following:

1. **Signed Cover Letter (**The Cover Letter should list all items contained in the Application package**.)**
2. **Signed IRB Face Sheet**
3. **Justification for Exempt Status (exactly as described above)**

**Also** **submit** **1** **copy (original copy must be single-sided)** of the following (boxes checked) **if applicable:**

[ ]  CITI/Human Subjects Training Certification documents for PI and other co-investigators and researchers

[ ]  Informed Consent/Assent Documents

[ ]  Data collection instruments/protocols

[ ]  Supporting IRB approval documents from institutions also reviewing this proposal.

Submit originals, **single-sided and clipped**, *along with* electronic copy **(PDF)** to IRB\_IACUC@arcadia.edu

* **Clipped together in this respective order;** *and*
* **Uploaded as a searchable Single PDF in this respective order.**

Arcadia University COPRS Chair at the COPRS office/Office for Sponsored Projects, 38 Heinz Hall, IRB\_IACUC@arcadia.edu , phone 267-620-4111, fax 215-881-8750.