



## Institutional Review Board

### **Exempt from full Board Review Guide**

Please review the CSN IRB Policy to understand the criteria for determining if your proposed research involving human subjects may be classified as:

- 1) Exempt from full IRB Board review because it represents no or minimal risks (sec. III.A.1.a(1)). ; or
- 2) Qualifying for expedited review (sec. III.A.1.b (2))
- 3) Requiring full board review because it represents more than minimal risks (sec. III.A.1.b)

Many research projects undertaken at CSN qualify for a determination that they are exempt from full Board review because of their non-invasive nature and minimal risk. If after reviewing the criteria, you believe your project can qualify as exempt, you can use the direction on this form to assist you in presenting your information and rationale for being exempt from any further review. The Board chair must concur that your project is exempt, and will notify you in writing of his decision.

Please submit the following information to the Chairman of the IRB:

- Describe the proposed research (please describe fully so that additional information doesn't need to be requested and a correct decision is possible)
- Describe the procedures and criteria for recruiting and thereafter interacting with your human subjects.
- Attach your informed consent document.
- Explain why the proposed research should be exempt from full Board review. (voluntary participation/opportunity to quit at any time; non-intrusive/invasive research physically or mentally without negative impact; research data is obtained anonymously or otherwise not identified with a particular person; minimal time duration, etc.