

**IRB Application and Research Proposal Outline
Yo San University
Institutional Review Board**

For Institutional Review Board Use Only

Date Received:	Degree Program or Department:
IRB Log No.:	Certification / Approval Date (if applicable):
Reviewer(s):	Date Forwarded for Review:
Review Type: <input type="checkbox"/> Review for Exemption <input type="checkbox"/> Expedited Review <input type="checkbox"/> Full Review	

**See Chapter 7, Section H, of the IRB Handbook
for Research with Human Subjects for assistance.**

Signatures (Required)

I hereby verify that the information provided on this form and in its attachments are true and accurate. I further agree to abide by the decision of the Institutional Review Board.

_____ Date _____
 Researcher's Signature

For electronic submission, a check mark in this box will serve as a written signature:

I hereby verify that I have reviewed this application and approve its submission to the IRB. (Faculty advisor's / dissertation chair's approval is required for all learners; supervisor's approval is required for employees.)

_____ Date _____
 Faculty Advisor/Program Chair or Dean/Supervisor Signature

Approval submitted separately
 (by fax, e-mail, pdf, or regular mail)

Approval attached
 (separate signed form)

- Use the following page numbering style: Page 1 of 5, Page 3 of 15, etc. Principal investigator's name and study title should be included on every page—in the header or footer.
- E-mail the application and research proposal and study documents to the IRB Coordinator in MSWord attachment(s) at IRB@yosan.edu (**Electronic submission is preferred.**)
- **No part of the research study, including recruitment, may begin until officially IRB approved. Conditional approval is not final approval.**

Claim for Exemption from Institutional (IRB) Review

Note 1: Advertising, recruiting subjects, mailing or distributing surveys, and the collection of data may begin **only** after this claim has received IRB approval (allow 10 days for processing). The IRB may, upon review of this claim, deny the request for an exemption and will give the proposed research a full review.

Note 2: A summary of the proposed research project, including a description of the participant population, age ranges, study location(s), methodology, study procedures, and instruments must be submitted to the IRB Coordinator with this form.

Principal Investigator's Name: _____

Study Title: _____

Basis of Claim for Exemption from IRB Review: Federal regulations and/or Yo San University IRB policy require that in order for research to be exempt from IRB review at least one of the following blocks (1-4) **must** be checked.

Note: Limitations for exemptions for studies involving children: Exemptions cannot be granted for: (a) projects with children as subjects that involve interview or survey procedures or (b) research where public behavior is observed and the investigator participates or interacts with the children. These projects require expedited or full IRB review.

_____ 1. The research will be conducted only in established or commonly accepted educational settings (such as classrooms), **AND** it involves normal educational practices such as research on regular and special educational instructional strategies, or research on the effectiveness of, or the comparison among, instructional techniques, curricula, or classroom management methods.

_____ 2. The research involves the use of only the following techniques. Check the applicable technique(s):

_____ educational tests (cognitive, diagnostic, aptitude, achievement), or

_____ survey or interview procedures, or

_____ observing the public behavior of subjects,

AND (one of the following **must** be checked):

_____ the information obtained will be recorded in such a manner that subjects *cannot* be identified *directly or through identifiers linked to the subjects*, or

_____ if any disclosure of the subjects' responses outside the research could not reasonably place the subject at risk of criminal or civil liability, or be damaging to the subjects' financial standing, employability, or reputation (e.g., information regarding illegal or immoral conduct, drug or alcohol use, sexual behavior, mental illness, or other information possibly personally embarrassing to subjects), or

_____ the subjects are elected officials or candidates for public office.

- _____ 3. The research is limited to the collection or study of existing data, documents, records, pathological or diagnostic specimens under one of the following conditions: (one of the following **must** be checked):
- _____ they are available to the public, or
- _____ they are recorded by the investigator in such a manner that subjects *cannot* be identified, *directly or indirectly*, through identifiers linked with the subjects.
- _____ 4. Another provision of 45 CFR 46.101(2). Please identify the subsection and describe in detail how the category applies to the proposed research.

Statement of Risk:

The undersigned certify that they believe that the conduct of the above described research creates no risk of physical or emotional harm or social or legal embarrassment to any subject. Any modifications that (a) change the research in a substantial way, (b) might change the basis for exemption, or (c) might introduce any additional risk to subjects should be reported to the IRB Coordinator before they are implemented, in the form of a new claim for exemption or a proposal for expedited or full IRB review.

Signature of Principal Investigator

Date

Signature of Faculty Advisor or Dissertation Chair

Date