

Shawnee State University

Application Instructions for Institutional Review Board Exempt Review

Instructions

Researchers who wish to conduct scientific research involving less than minimal risk to non-vulnerable adult participants must complete this form and submit it to the Shawnee State University Institutional Review Board (IRB). ***Proposals must be reviewed and approved by the IRB before any contact with research participants can begin.*** The application must be submitted, with all signatures, 7 days before the next scheduled IRB meeting. The dates are posted on the IRB website.

All applications must be submitted electronically only. Please attach the items from the check-off list to the last page of the Full Review Application. No review shall be conducted until a complete application is submitted. All applications should be typed. For questions, please contact the IRB Chair at IRB@shawnee.edu.

All Investigators must complete the Human Research Participants Training, before submitting an application. Please refer to the IRB website for training options.

Application Check-off List (All applicable items must be attached to the Application. For items not applicable, attach Word document titled with the Form Name, explaining for each item not attached.)

- Certificates of Completion of Human Research Participants Training for all Investigators (must be less than 3 years old)
 - If certificates are already on file with the IRB, then you need not submit a new copy.
- Consent Form (If applicable, see question 5)
- Document answering the Research Summary Questions
- Copies of all questions or forms that will be used in data collection
- Any advertisements for research participant recruitment (if applicable)

All accompanying documents will be attached to the DocuSign application. Please create one document for each of the categories (i.e. All Training Certificates scanned in to one file).

Shawnee State University

Exempt Review Instructions

Research Summary Questions

Please submit your answers in a separate document titled “Research Summary.” We request that the document be no longer than 2 pages, double-spaced. If your answers to the questions from the application (p. 3-6) exceed the amount of space given, please include those answers in this separate document and write “see Research Summary” in place of the answer on the application. Please clearly distinguish which question you are answering by labeling it with the appropriate Roman numeral or number.

I. Give a short summary of the research questions. Please include information about prior studies that are directly related to the currently proposed study.

II. Give a short summary of the methodology, research design, and procedures.

III. How will the data be analyzed and reported? Please note if there is any risk of privacy or confidentiality breach in the reported results.

IV. What is the estimated timeline for data collection for this study?

V. References