**Defiance College**

**Institutional Review Board**

**Exempt Research Form**

**Checklist for Submission**

Please merge all documents into one PDF file and e-mail to irb@defiance.edu from the Principal Investigator’s e-mail address.

|  |  |
| --- | --- |
|  | Merged all documents into one file |
|  | IRB Application |
|  | All measures (surveys, questionnaires, etc.) |
|  | Informed consent document |
|  | For Full Review, a proposal including literature review, hypotheses, and detailed procedures |
|  | Training certificates for all investigators |

|  |
| --- |
| Principal Investigator (must be a faculty member):  |
|  |
| Title of Research Project: |
|  |
| The Principal Investigator will be responsible for communicating with the Institutional Review Board. Any feedback will be addressed to the PI, who is then responsible for communicating that information to any Co-Investigators. |
| Department: | Telephone: | E-mail: |
|  |   |  |
| Co-Investigator(s) (or student researcher(s)): Name: E-mail: |
|  |  |
|  |  |
|  |  |
|  |  |
| Provide a brief description of your research project, including the purpose of the research and description of procedures. |
|  |
| List any potential risks and/or benefits to participants in this research. |
|  |
| Under what category are you requesting exemption? Please specify category 1-6 and explain. See [**http://adrian.edu/academics/institutional-review-board/exempt-research/**](http://adrian.edu/academics/institutional-review-board/exempt-research/) for categories. |
|  |
| Date project activity to begin: Please allow a minimum of two weeks for review. |  |
| Site of Research: |  |

As the investigator submitting this proposed research, I agree to conduct this research as presented in the protocol.

PI Signature: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Co-1 Signature: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Co-2 Signature: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Co-3 Signature: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Attachments needed:**

1. **Attach Investigator Training Certificate for each Investigator and Co-Investigator.**
2. **Provide informed consent form if investigators will be collecting data directly from human subjects.**