

Declaration of Exempt Status

Only the Institutional Review Board (IRB) has the authority to determine a research project is exempt from IRB oversight. In order to receive an exempt determination, you must submit this Declaration of Exempt Status form. Only after you receive confirmation from the IRB that your study is indeed exempt can you begin any research.

Before submitting this form all members of the research team must complete the required online training module through CITI. *Include the course completion report for the CITI training(s) as an attachment with your submission. The IRB will not review this form unless course completion reports of the CITI training are included for all members of the research team and the faculty/staff advisor, if applicable.*

Principal Investigator:

Email:

Phone:

Status:

Staff

Faculty

Graduate Student

Undergraduate Student

Co-Investigators, if applicable:

Faculty/Staff Advisor, if applicable:

Anticipated Start Date:

Anticipated End Date:

Research Title:

Project Summary

In this section, briefly describe the project that will be conducted (e.g. "We will be conducting anonymous surveys of UW-Superior students on how they spend their free time"), along with why you believe the research meets the criteria for exemption. Note that this form is not an application for IRB approval, but serves as a means to confirm your study does indeed meet exemption criteria.

Please explain your consent process. The consent requirements are located on the *IRB website*

Does your research involve any of the populations below?

Pregnant Women, Human Fetuses and Neonates	Yes	No
Prisoners	Yes	No
Children	Yes	No

If you answered yes to any of the populations above, please detail their participation within your research and what safeguards will be in place to minimize risk.

Does your research involve any vulnerable populations, in addition to those listed above? If so, please detail and explain what safeguards will be in place to minimize risks for the populations involved.

Will your research be supported by federal funding?	Yes	No
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If yes, include the funding agency name (NIH, NSF, McNair Scholar, etc.):

Does your research include the collection or use of identifiable private information or identifiable biospecimens?

Yes

No

If yes, explain how consent for the collection of this information will be gained and what safeguards will be in place to protect participants' privacy and maintain confidentiality.

By submitting this form, you affirm that you will ensure your research project is conducted ethically and will follow these simple guidelines:

1. **Voluntary participation:** I (and my collaborators, if applicable) will not state or imply that participation in the project is mandatory, and will make it clear that there are no penalties for declining to participate.
2. **Informed consent:** I will give participants a fair picture of what they will be asked to do, the amount of time required, and if there are any risks / benefits to them for participating, and then allow them the opportunity to either agree or decline to participate.
3. **Avoiding harm:** My study will involve no more than minimal risk to participants, and they will be left in as-good-as-or-better condition after participating than before.
4. **Confidentiality:** I will avoid collecting personally identifying information except where necessary, will keep the data secure, and will not release the data in any way that could allow individual participants to be identified.

Initial here to affirm the statements above.

To be completed by the IRB Reviewer

Exemption Category:

To determine the appropriate exemption category, see 45 CFR 46.104 (b) for full definitions.

Limited IRB Review: A limited IRB Review is required for exemptions falling under: 45 CFR 46.104(d)(2)(iii), 45 CFR 46.104(d)(3)(i)(c), 45 CFR 46.104(d)(7), and 45 CFR 46.104(d)(8).

Limited IRB Review Completed:

Determination: