

## IRB Exemption Checklist

At CCS, research consists of a process of investigation leading to new knowledge and insights that are either effectively shared or used to inform creative practice. Students and/or faculty/staff planning research/extended outreach utilizing human and/or animal subjects must meet with their faculty **advisor** (in the case of students) or Dean (in the case of faculty/staff) and complete this form prior to research initiation. A written summary of intention should be created in preparation for this meeting, as well as a script and consent letter OR an Informed Consent form.

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### Section A

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1	Does the research site pose risk of breaching of state or federal law?	Yes	No
2	Does the research site pose any risk of exploitation or emotional/physical danger to human (including myself) or animal subjects?	Yes	No
3	Will your research expose human (including yourself) to the risk of privacy violation (for example photographing subjects when they could have reasonably expected to have been afforded privacy)?	Yes	No
4	Do you plan to use human subjects who do not have the capacity to understand the consequences of their participation (for example, patients with alzheimers, children, etc.)?	Yes	No
5	Do you plan to use deceptive practices or withhold pertinent information from human subjects?	Yes	No
6	Do you plan to offer any form of payment (to include monetary, gifts, etc.) to your subjects - or in the case of animals, the owners of your subjects - for their participation?	Yes	No

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### Section B

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7	Will your research expose human (including yourself) or animal subjects to less than ordinary risk of physical harm beyond temporary, minimal discomfort (i.e. that which would be felt if trying an uncomfortable chair for less than a minute)?	Yes	No
8	Will your research expose human (including yourself) or animal subjects to less than ordinary risk of emotional/psychological harm or discomfort (for example, survey/interview questions or an experience that could be seen as embarrassing, shocking, frightening, etc.)?	Yes	No
9	Is your research methodology sensitive to the context, circumstances, and/or situation of the human or animal subjects involved (especially subjects who are part of a vulnerable population)?	Yes	No
10	Will your research objectives, process, and any potential risks be explained prior to agreement by human subjects to participate? A script and consent letter OR informed consent form (refer to the IRB Informed Consent Form) is attached.	Yes	No
11	Will the human subjects (including the owners of animal subjects) of your research be free to withdraw from the study at any time without adverse consequences?	Yes	No
12	Do you plan to treat human or animal subjects of your research with dignity, respect, and due regard for their welfare?	Yes	No

<b>Student Research</b>											
<p><b>Student Certification</b></p> <p>In signing this document, I certify that:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">1 I will respect the privacy and confidentiality of human or animal subjects in my research.</td> </tr> <tr> <td style="padding: 5px;">2 I will conduct all research with integrity, respect, and sensitivity to the context, circumstance, and situation of all involved.</td> </tr> <tr> <td style="padding: 5px;">3 I will not broaden my research with human or animal subjects without returning to this same faculty to determine if further oversight is necessary.</td> </tr> <tr> <td style="padding: 5px;">4 If I answered YES to any question in Section A or NO to any question in Section B, I will submit a proposal to the CCS IRB.</td> </tr> <tr> <td style="padding: 5px;">5 I will not expose human (including myself) or animal subjects to unreasonable risk of harm.</td> </tr> </table>	1 I will respect the privacy and confidentiality of human or animal subjects in my research.	2 I will conduct all research with integrity, respect, and sensitivity to the context, circumstance, and situation of all involved.	3 I will not broaden my research with human or animal subjects without returning to this same faculty to determine if further oversight is necessary.	4 If I answered YES to any question in Section A or NO to any question in Section B, I will submit a proposal to the CCS IRB.	5 I will not expose human (including myself) or animal subjects to unreasonable risk of harm.	<p><b>Faculty/Staff Certification</b></p> <p>In signing this document, I certify that:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">1 I have had an in-depth discussion with the student regarding their research proposal and asked the questions contained on this form.</td> </tr> <tr> <td style="padding: 5px;">2 I agree with the student that the true answers to all questions in Section A are NO and the true answers to all questions in Section B are YES.</td> </tr> <tr> <td style="padding: 5px;">3 I have instructed the student in the basic tenets of ethical treatment of human and animal research subjects.</td> </tr> <tr> <td style="padding: 5px;">4 I do not feel that the student's research, as proposed, requires oversight by the CCS Institutional Review Board.</td> </tr> <tr> <td style="padding: 5px;">5 If this is a sponsored project, the Corporate Relations team has scrutinized this questionnaire prior to faculty signature.</td> </tr> </table>	1 I have had an in-depth discussion with the student regarding their research proposal and asked the questions contained on this form.	2 I agree with the student that the true answers to all questions in Section A are NO and the true answers to all questions in Section B are YES.	3 I have instructed the student in the basic tenets of ethical treatment of human and animal research subjects.	4 I do not feel that the student's research, as proposed, requires oversight by the CCS Institutional Review Board.	5 If this is a sponsored project, the Corporate Relations team has scrutinized this questionnaire prior to faculty signature.
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Student Number/Department	Department										
Date	Date										

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