

SAMPLE EXEMPTION REQUEST

ABSTRACT

Summary of the proposed research including purpose of study and proposed methodology.

BRIEF RATIONALE OF OBJECTIVES

Provide an introduction section that outlines the rationale for the study. Include the research framework, supporting literature, and research question(s) as well as relevant hypotheses.

DESCRIPTION OF POPULATION

Provide number of participants, recruitment process, selection criteria, and rationale for exclusion.

DESCRIPTION OF METHODOLOGY AND PROCEDURES

Include project's procedures and the methods of obtaining informed consent, where will the project be conducted, how assent be secured (if minors), content of informed consent, data collection instruments (e.g., questionnaires, surveys, observations, archived data, etc.)

USE OF DATA/ANALYSIS

Explain how information from human subjects will be analyzed, presented, and used. Also, describe confidentiality assurance process.

BENEFITS, COST, RISKS, COMPENSATION

Describe potential risks to participants (including emotional, physical, social, financial consequences, etc.) and steps to mitigate and minimize risks. Explain what may be revealed from the results of this project. Also indicate potential benefits to participants as well any planned compensation.

INFORMED CONSENT FORMS

Include all informed consent forms to be used during the project.