Furman University IRB Form

Institutional Review Board for the Protection of Human Participants

Exempt Research

(45 CFR 46.101)

USE OF HUMAN PARTICIPANTS

STATEMENT BY PRINCIPAL INVESTIGATOR OR ACTIVITY DIRECTOR

Use of human participants that does not involve research may be exempt from IRB review. Nonetheless, institutional policy requires that all protocols believed by the investigator to be exempt, be reviewed by the IRB office to certify whether the research in fact qualifies for exempt status.

1. Provide, in lay terms, a detailed summary of your proposed study. Clearly state the purpose of the study. Describe the research procedures.
2. Describe how participant recruitment will be performed. Include how and by whom potential participants are introduced to the study.
3. Are participants to be compensated for the study? If “yes,” what is the amount, type and source of funds.
4. Will participants who are students be offered class credit?
5. If you plan to offer course credit for participation, please describe what alternative assignment(s) students may complete to get an equal amount of credit should they choose not to participate in the study.
6. What are the benefits, if any, to participants in this study?
7. What are the risks (physical, social, psychological, legal, economic), if any, to participants in this study?
8. Describe how confidentiality will be protected.

9. Describe how the research will be explained to participants.

10. Will personal identifiers be collected? Will identifiers be translated to a code?

11. Will audio or video recordings and/or photographs, be made of your participants?

If “yes,” please describe.

12. If any type of audio or video recording, or photograph, will be made of your participants, please describe how you will obtain the participants’ consent to obtain these recordings, and how you will maintain the recordings to ensure confidentiality.

13. Who will have access to data (surveys, questionnaires, recordings, interview records, etc.)?

14. Describe how you will protect participant confidentiality and secure research records.

Provide a copy of any and all Consent Forms to be used in this investigation.

Provide copies of any instruments or other documents that will be used in this investigation.

For Exempt Review, submit the Cover Sheet, this form and other supporting materials to Brianne Pochard, Administrator, Furman University Institutional Review Board, via email [brianne.pochard@furman.edu](mailto:brianne.pochard@furman.edu).