



**FORM C – *Exempt Research Review (IRB)*
ACTIVITIES EXEMPT FROM COMMITTEE REVIEW**

Research activities involving human subjects in the following categories may be exempt from review by SCCC's Institutional Review Board.

The following exemptions do NOT apply when:

- (a) Deception of subjects may be an element of the research;
- (b) Subjects are under the age of eighteen;
- (c) The activity may expose the subject to discomfort or harassment beyond levels encountered in daily life;
- (d) Fetuses, pregnant women, human in vitro fertilization, children, or individuals involuntarily confined or detained in penal institutions are subjects of the activity.

EXCEPT FOR THE ABOVE EXCLUSIONS, the federally-approved Categories of Exemption are:

1. Research conducted in established or commonly accepted educational settings involving normal educational practices, such as:
 - (a) Research on regular and special education instructional strategies;
 - (b) Research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.
2. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observations of public behavior, are exempt unless:
 - (a) Information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; **and**
 - (b) Any disclosure of the human subjects' responses outside the research reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation.
3. All research involving use of educational tests, survey or interview procedures, or observation of public behavior is exempt when the participants are elected or appointed public officials or candidates for public office. Confidentiality of personally identifiable information must be maintained **only** when required by federal statute.
4. Research involving the collection or study of existing data, documents, or records if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified directly or through identifiers linked to the subjects.

5. Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine:
- (a) Public benefit or service programs;
 - (b) Procedures for obtaining benefits or services under those programs;
 - (c) Possible changes in or alternatives to those programs or procedures; or
 - (d) Possible changes in methods or levels of payment for benefits or services under those programs.
6. Taste and food quality evaluation and consumer acceptance studies:
- (a) If wholesome foods without additives are consumed, or
 - (b) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe by the U.S. Food and Drug Administration or approved by the U.S. Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

Exempting an activity from review does not absolve the investigator(s) of the activity from ensuring that the welfare of subjects in the activity is protected and that methods used and information provided to gain subject consent are appropriate to the activity.

Questions about whether a research activity may be exempt from human subjects review can be directed to the Chair of the IRB Committee, Dr. Michael J. Roggow.

**Schenectady County Community College
Institutional Review Board**

FORM C - Exempt Research Review (IRB)

Title of Research Project

Principal Investigator/Project Director

Office Phone /Email address

Co-Investigator/Student Investigator

Office Phone / Email address

Anticipated Funding Source: _____

Projected Duration of Research: _____ **months**

Projected Starting Date: _____

Other organizations and/or agencies, if any, involved in the study: _____

Exempt under Category (see definitions on page one - check one) 1 2 3 4 5 6

SUMMARY ABSTRACT: Please supply the following information below:

BRIEF description of the participants, the location(s) of the project, the procedures to be used for data collection, whether data will be confidential or anonymous, disposition of the data, who will have access to the data.

RESPONSIBILITIES OF THE PRINCIPAL INVESTIGATOR:

- Any additions or changes in procedures in the protocol must be submitted to the IRB for written approval prior to these changes being implemented;
- Any problems connected with the use of Human Subjects once the project has begun must be communicated in writing to the IRB Chair;
- The Principal Investigator is responsible for retaining informed consent documents for a period of three years after the project.

Principal Investigator Signature

Date

Co-Investigator/Student Signature (if appropriate)

Date

Signature of IRB Committee Chair

Date

Signature of IRB Member

Date

IRB Chair: Check 1 box:

- Approved**
- Approved with Conditions Refer to Full Committee Review**

Comments: