

**NICHOLLS STATE UNIVERSITY**  
**Request for HSIRB Exemption**

1. Name(s) of Principal Investigator(s): \_\_\_\_\_ Phone: \_\_\_\_\_

Other Investigators: \_\_\_\_\_

Faculty Sponsor (If Student Research): \_\_\_\_\_ Phone: \_\_\_\_\_

2. College: \_\_\_\_\_ Department: \_\_\_\_\_ Phone: \_\_\_\_\_

3. Title of Project or Proposal: \_\_\_\_\_

4. Description of Project or Proposal (attach additional information as needed):

a. Briefly describe the population of human subjects involved (e.g., University students, community members, athletes, homemakers, school children, etc.) ***You MUST indicate if this participation is VOLUNTARY or NOT. Subjects must be 18 or older for HSIRB Exemption.***

b. Briefly describe your research procedures and techniques of data collection (e.g., interview, questionnaire, test administration, observation of public behavior, etc.)

c. Briefly describe the objectives of your research (e.g., what hypotheses you are testing.)

5. a. How will you recruit subjects? ***(Submit verbatim copies of all letters, notices, advertisements, etc. with an outline of all oral presentations to be used, e.g. Direct person-to-person solicitation, Telephone solicitation, Newspaper solicitation, Letters of solicitation, Notices of solicitation, Other - please explain)***

b. List all criteria for including subjects.

c. List all criteria for excluding subjects.

6. Describe subject benefits and costs:

a. Indicate what, if any, benefits may accrue to each of the following: (Payment to research subjects for participation in studies is considered a benefit.)

1) The human subjects involved:

2) Individuals who are not subjects, but who may have similar problems:

3) Society in general:

b. State type, amount, method of disbursement, schedule of payment to be offered, and the effect of withdrawal from participation in the study, if any:

c. Estimated costs to each subject due only to the research participation:

1) Time (i.e., total time commitment for the duration of the project)

2) Money

3) Is repeated testing required? Explain:

7. BASIS OF REQUEST FOR EXEMPTION - One of the following (A-E) **must** be checked.

\_\_\_\_\_ A. The research will be conducted only in established or commonly accepted educational settings (like classrooms) **AND** it involves normal educational practices such as research on regular and special educational instructional strategies, or research on the effectiveness of, or the comparison among, instructional techniques, curricula or classroom management methods.

\_\_\_\_\_ B. It will be conducted using only questionnaire or interview survey methods **AND** the subjects are elected or appointed public officials or candidates for public office.

\_\_\_\_\_ C. It is limited to the collection and study of existing data, documents, records, pathological or diagnostic specimens which are available to the public.

\_\_\_\_\_ D. It is limited to the collection and study of data obtained using only the following techniques **AND** the data or information obtained will be recorded in such a manner that subjects cannot be *identified, directly or indirectly* through identifiers linked with the subjects:

Check the applicable technique(s):

\_\_\_\_\_ The data will be obtained through the use of educational tests (cognitive, diagnostic, aptitude, achievement, etc.), or

\_\_\_\_\_ Data will be obtained by observing the public behavior of subjects, or

\_\_\_\_\_ Data will be obtained using survey or interview procedures, or

\_\_\_\_\_ Data will be obtained from existing documents, records, pathological or diagnostic specimens.

\_\_\_\_\_ E. It is limited to the collection and study of data obtained by:

1. Observing the public behavior of the participants, or
2. Using survey or interview procedures, **AND:**

**BOTH OF THE FOLLOWING MUST BE CHECKED IF E-2 IS THE BASIS FOR THE REQUESTED EXEMPTION:**

\_\_\_\_\_ i) The information collected about the subjects behavior *does not involve* sensitive subjects such as illegal or immoral conduct, drug or alcohol use, sexual behavior, mental illness, or other possibly personally embarrassing subjects **AND,**

\_\_\_\_\_ ii) The information collected about subjects, if it became known to outsiders, could not reasonably be expected to place the subject at risk of civil or criminal liability, or be damaging to the subjects social or financial standing or employability.

**8. STATEMENT OF RISK:**

**The undersigned certify that they believe that the conduct of the above described research creates no risk of physical or emotional harm, or social or legal embarrassment to any participating human subject.**

\_\_\_\_\_  
Signature of Principal Investigator      Date

**9. FACULTY SPONSOR (if a student is the principal investigator)**

\_\_\_\_\_  
Signature of Faculty Sponsor      Date

**10. RECOMMENDATION OF HSIRB COLLEGE REPRESENTATIVE OR HSIRB CHAIR:**

I recommend that the above described research project be exempt from review.

Signature of Chairperson

Date

HSIRB PROTOCOL NUMBER \_\_\_\_\_

(Assigned by HSIRB)

*The mailing or distribution of surveys or the collection of data may begin ONLY after this form has received committee approval (ALLOW 10 DAYS FOR PROCESSING) and has been properly filed with the College HSIRB representative or HSIRB Chairperson. It also must have signatures of the Principal Investigator(s) or Faculty Sponsor. The Committee may, upon review of this claim, deny the request for an exemption. To inquire about approval status, please call the HSIRB Chairperson.*