

# IRB APPLICATION FOR EXEMPT STATUS FOR CLASS ASSIGNMENTS

**This form is to be completed by the instructor.**

- All information must be typed.
- If this is for a course, please attach the course syllabus and detailed assignment information (if not included in syllabus).
- This application does not cover students doing research for theses, dissertations, articles, or publications
- Application is only valid for the course term. A new application must be submitted for each course.

## 1. INSTRUCTOR INFORMATION

### a. Contact Information

Instructor's Name: \_\_\_\_\_  
Department or Affiliation: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
Name of chair/supervisor: \_\_\_\_\_  
Email of chair/supervisor: \_\_\_\_\_

### b. Status

Instructor status: Undergraduate:  Graduate:  Faculty:  Staff:  Other:

## 2. CLASS INFORMATION:

Name of Class: \_\_\_\_\_  
Anticipated Enrollment \_\_\_\_\_

## 3. PROJECT DATES

a. Anticipated starting and completion dates: \_\_\_\_\_ to \_\_\_\_\_

**NOTE: Project may not start prior to approval from the IRB.**

b. This project may be conducted on an annual basis:  Yes

## 4. IRB TRAINING CERTIFICATION

Have you successfully completed the online IRB training program?  Yes \_\_\_\_\_ Date \_\_\_\_\_

## 5. Submission Category

Please check one:

- Class training students how to do research involving human participants: interviewing, human experiments, coding, focus groups, etc.
- Class requiring or encouraging students to conduct research involving human participants as an assignment.
- Training grant involving graduate and/or postgraduate trainees

**6. RESEARCH STATEMENT** Please answer the following questions completely, and include the documents requested in your submission.

1. What assignments or tasks involving the use of human participants are you assigning to students/trainees? If this is a course, include the syllabus. Please describe all assignments as fully as possible if this is not clear from the current syllabus. Examples of past assignments are also useful for this review. If this is a training program, please outline the typical work performed by trainees that may involve the use of human participants.

2. What education will the students receive in the conduct of studies involving human subjects at Lincoln Memorial University? Include any relevant information on web-based education, the names of the textbooks and their content, lectures you give, etc.

**7. SIGNATURES:** Please provide appropriate signatures.

**INSTRUCTOR(S)**

*I will take responsibility for protecting human participants involved in the research performed by the students and/or trainees, I will inform the students and/or trainees of the need for the safekeeping of all raw data (i.e., test protocols, tapes, questionnaires, interview notes, etc.).*

\_\_\_\_\_

Instructor signature

\_\_\_\_\_

Date

**CHAIR/DIRECTOR**

*I have examined this completed application packet and I am satisfied with the appropriateness of this assignment and the qualifications of the instructor to adequately protect the human participants involved.*

\_\_\_\_\_

Chair/Director signature

\_\_\_\_\_

Date

**IRB CHAIR APPROVAL**

\_\_\_\_\_

IRB Chair

\_\_\_\_\_

Date

**SUBMISSION INFORMATION**

Send one original, with signatures, and one electronic copy of this packet (the application, signature page, IRB training certificate, and all pertinent supporting materials) to:

**Office of Research, Grants and Sponsored Programs  
Grant Lee 108  
6965 Cumberland Gap Parkway  
Harrogate, TN 37752**