Application form:

**Limited Review**

Investigators (including faculty sponsor):

Department/Program:

Name of Project:

Directions: Research proposals that qualify for exemption are eligible for Limited Review. If you believe that your project qualifies for Limited Review, please submit the following materials to the IRB Chair: (a) a completed electronic copy of this form; (b) scans of a signed copy of the Research Review Declaration, and (c) a copy of your certificate of completion for the IRB online training program. Please check all applicable items in Parts A and B and provide all relevant information in Part C**. Research activities will only be considered for exemption from further review if all items in Part A and at least one item in Part B apply.**

**PART A:**

1. \_\_\_\_\_\_ The research does not involve prisoners, fetuses, pregnant women, the seriously ill, or mentally or cognitively compromised adults as subjects. (Note: research with prisoners may be considered for limited review when the research only incidentally includes prisoners as part of a broader population. Research on incarcerated people in which their status as prisoners is part of the research question is not eligible for limited review.)

2. \_\_\_\_\_\_ The procedures of this research present **no more than minimal risk** to the subject (where minimal risk means that the probability and magnitude of harm or discomfort anticipated in the proposed research are no greater than those ordinarily encountered in daily life or during the performance of routine physical/psychological examinations or tests).

3. \_\_\_\_\_\_ Either the research requires subjects to provide informed consent prior to participating or the research qualifies for Category 1 in Part B below and does not involve the collection of identifiable information.

**PART B** (Check all categories that apply to your research project):

1. \_\_\_\_\_\_ The research will be conducted in established or commonly accepted educational settings and will involve normal educational practices (e.g., research on regular and special education instructional strategies, research on instructional techniques, curricula, or classroom management methods).

2. \_\_\_\_\_\_ The research will only include interactions involving educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior (including visual or auditory recording). Category 2 research must also meet at least one of the following criteria (check applicable criterion) and be described in Part C(4)(c) below:

(a) \_\_\_\_\_\_ Subject identity could not be ascertained from the collected information. (Note: research with minor children is eligible for Limited Review under Category 2 as long as the researchers do not take part in the activities being observed; distributing surveys to children and interviewing children are considered “taking part” in activities and are not eligible for exemption); or

(b) \_\_\_\_\_\_ Subject identity could be ascertained from the collected information but such a discovery would not reasonably place the subject at risk of harm, criminal or civil liability or be damaging to the subjects' financial standing, employability, educational advancement, or reputation. (Note: research with minor children is eligible for Limited Review under Category 2 as long as the researchers do not take part in the activities being observed; distributing surveys to children and interviewing children are considered “taking part” in activities and are not eligible for exemption.); or

(c) \_\_\_\_\_\_ Subject identity could be ascertained from the collected information but there are adequate provisions to protect the privacy of subjects and to maintain the confidentiality of data, where *privacy* means that no data will be collected in a time, place, or manner where the subject would reasonably expect that no information is being collected and *confidentiality* means that all information collected is stored and safeguarded in a manner that prevents unauthorized access and disclosure of information and all efforts are made to separate storage of personally-identifying information and research data. (Note: research with minor children is not eligible for Limited Review under Category 2 if this criterion applies); or

(d) \_\_\_\_\_\_ Elected or appointed public officials or candidates for public office serve as subjects.

3. \_\_\_\_\_\_ The research will involve benign behavioral interventions which are brief in duration, harmless, painless, not physically invasive, not likely to have a significant adverse lasting impact on the subjects, and the investigator has no reason to think the subjects will find the interventions offensive or embarrassing. Examples include having subjects play an online game, having them solve puzzles under various noise conditions, or having them decide how to allocate a nominal amount of received cash between themselves and someone else. Research involving the participation of minor children is not eligible for Limited Review under Category 3. Two additional considerations are relevant for research qualifying for Limited Review under Category 3:

*Collection of personally-identifying information*. Category 3 research must also meet at least one of the following criteria (check applicable criterion) and be described in Part C(4)(c) below:

(a) \_\_\_\_\_\_ Subject identity could not be ascertained from the collected information; or

(b) \_\_\_\_\_\_ Subject identity could be ascertained from the collected information but such a discovery would not reasonably place the subject at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, educational advancement, or reputation; or

(c) \_\_\_\_\_\_ Subject identity could be ascertained from the collected information but there are adequate provisions to protect the privacy of subjects and to maintain the confidentiality of data, where *privacy* means that no data will be collected in a time, place, or manner where the subject would reasonably expect that no information is being collected and *confidentiality* means that all information collected is stored and safeguarded in a manner that prevents unauthorized access and disclosure of information and all efforts are made to separate storage of personally-identifying information and research data.

*Use of deception*. Category 3 research must also meet at least one of the following criteria (check applicable criterion):

(a) \_\_\_\_\_\_ No deception will be used; or

(b) \_\_\_\_\_\_ There is deception and all of the following are true: (1) full disclosure would compromise the research objectives, (2) the subject authorizes the deception through a prospective agreement to participate in research in which the subject is informed that they will misled regarding the nature or purposes of the research, (3) any harm or distress resulting from deception is minimized, (4) the potential benefits of the research should outweigh any potential risks or discomfort, and (5) subjects are debriefed regarding the true purpose of the research.

## PART C

**Please provide the information that is requested below.**

**1. What is the purpose of the proposed study (the research question) and, for Category 2 and 3 research, what is the research hypothesis?**

 **2. Describe the proposed subject sample. If subjects under the age of 18 will participate in your research, indicate the expected age range of the samples. For Wabash students who are not yet 18 years old, please send them to the IRB chair to obtain parental consent.**

 **3.**  **How will subjects be recruited and selected?**

 **4. Describe fully the following:**

**(a)**  **all research methods and procedures that will be employed in this study. What will subjects be required to do as part of their participation in this study?**

**(b)**  **approximately how much time each subject is expected to devote to the research.**

**(c)** **how personal information and research data will be collected and recorded:**

**(1) *Personal information*. Either describe how and where you will collect and store any information that could be used to connect subjects’ identities with the collected data (considering that subjects may be identifiable through combinations of demographic information like age, race, nationality, etc.) or clearly state that the research will not collect any data that could be used to identify the subject.**

**(2) *Research data*. Describe all instruments, materials, and/or equipment will be used to collect data. Append copies of all written instruments and/or describe any apparatus with which subjects will be in direct contact.**

**(d)** **methods for obtaining informed consent (for subjects age 18 years or older) or assent (for minors). For minors, indicate how the consent of parents or legal guardians will also be obtained. Append copies of all materials used to obtain informed consent or assent. Model forms may be found at Forms and Instructions. For research qualifying for limited review under Part B Category 1, informed consent is not required if no identifiable information is collected from subjects.**

**(e)** **methods for preserving confidentiality. This includes both plans for keeping subjects’ identity separated from research data and plans for storing/disposing of tapes and other data records at the conclusion of the research (such as storing data or recordings in your private files or computer and any plans to post data to a public repository, e.g., Open Science Framework).**

**f) if deception is to be employed, provide a scientific justification for its use and describe debriefing procedures. Explain to them what your hypothesis is, what your experimental manipulations were. This should also include your contact information and how/where the subjects can see the results of the study that they participated in. [NOTE: If the research is such that deception is used and debriefing cannot be carried out, the project must be submitted for full committee review.]**

**5. Describe any relationship between researcher and subjects that could make potential subjects vulnerable to undue influence or coercion (e.g., fraternity member/pledge, teacher/student; superintendent/principal/teacher, employer/employee). If such a relationship exists, how will the researcher ensure that subjects register for and complete the research without coercion or influence from the researcher?**

**6. Please provide the debriefing that you will provide to the subjects after they have participated in your study. Explain to them what your hypothesis is, what your experimental manipulations (if any) were. This should also include your contact information and how/where the subjects can see the results of the study that they participated in.**

**Note to PI**: Please make certain that surveys are easily legible: font at least 11 point, scans not faint or blurry. Sample in person or online study consent forms are available on the Wabash IRB website. Please compile this information into a single MS Word document.

Also include a copy of the certificate of completion for the CITI online human subjects certification training program for each of the researchers. (Please submit the certificate, not the listing of grades on each module.)

For student projects, also include a scanned signed Research Review Declaration.

The CITI certificates and Research Review Declaration should be in their own files, separate from the proposal.