

**California University of Pennsylvania  
Institutional Review Board Policies and Procedures**

**Application for Instructor Authorization to Review Human Research Projects**

Instructor Name: \_\_\_\_\_

Course Name: \_\_\_\_\_

Date: \_\_\_\_\_

Briefly describe the nature of the research that will be done in this course

I acknowledge that this authorization gives me permission to evaluate only those student-conducted research projects for this course that qualify exempt research (see reverse). In evaluating this research I will use the same standards for review as outlined in the IRB policies and procedures manual. Specifically, for any in-class project students will be required to

1. Complete the required IRB training.
2. Complete an IRB review form.
3. Prepare a full research protocol as described in the IRB procedures and outlined in Appendix B of the procedures.
4. Prepare an informed consent form as described in the IRB procedures and outlined in Appendix C of the procedures.

I agree that I will

1. Maintain a file containing copies of all requests that I approve together with their associated research protocols for each section of this course that I teach.
2. At the end of each semester I will submit to the IRB
  - a. A summary sheet listing the title of each protocol I have approved and an indication of the disposition of the protocol.
  - b. A copy of each completed protocol.

Signed: \_\_\_\_\_

Please submit ten copies of this request and attach the following.

1. Course syllabus.
2. Copy of the certificate of your having completed the IRB training.

Approved: \_\_\_\_\_  
Chair, Institutional Review Board

**California University of Pennsylvania  
Institutional Review Board Policies and Procedures**

Exempt Status.

Research studies that involve humans are subject to review to ensure protection of the participants. If a research protocol meets one or more of the conditions listed below, it may be classified as an *Exempt project*.

The following exempt conditions have been developed and described within the Federal Common Rule (45CFR 46).

Exempt Conditions

1. Research involving normal educational practices that are conducted in schools.
2. Research which involves the use of “educational tests” (cognitive, diagnostic, aptitude, achievement), if the investigator will record the information in a manner that makes identification of the subjects impossible.
3. Research involving survey or interview procedures, where the subjects are legally competent (over 18 years old), and where the investigator identifies himself/herself and states that he/she is conducting a research survey or interview.
4. Research involving the observation (including observation by participants) of public behavior except where any of the following conditions exist:
  - a. Observations are recorded in such a manner that the human subject can be identified, directly or through identifiers linked to the subjects, and if the observations recorded about the individual, if they became known outside the research, could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subject’s financial standing or employability. Or,
  - b. The research deals with sensitive aspects of the subject’s own behavior such as illegal conduct, drug use, sexual behavior, or use of alcohol.
5. Research involving the collection or study of existing data, if either the data are publicly available, or the investigator will record them in a manner which makes identification of the subjects impossible.
6. Exemptions do not apply to research involving:

Pregnant Women  
Fetuses  
Prisoners

Children less than 18 years old  
Persons with Disabilities