

**Governors State University  
Institutional Review Board  
Classroom Project Exemption Review Form**

ASSIGNMENT/PROJECT DIRECTOR: (refers to the GSU faculty or staff member who is coordinating the classroom assignment/project):

COLLEGE:

DIVISION/DEPT.:

ASSIGNMENT/PROJECT TITLE:

ASSIGNMENT/PROJECT DIRECTOR'S MAILING ADDRESS:

ASSIGNMENT/PROJECT DIRECTOR'S TELEPHONE NUMBER:

ASSIGNMENT/PROJECT DIRECTOR'S E-MAIL ADDRESS:

COURSE NAME AND NUMBER (for which classroom exemption is being requested):

The assignment/project director believes that the proposed assignment/project is eligible for classroom exemption status because:

A: the intent of the assignment/project is to teach students about the ethics of working with participants and data collection (which could include the concepts of: research design, researcher conduct, data collection, and data analysis)

**and**

B: the assignment/project involves no risk or minimal risk to the participants/subjects

**and**

C: the findings from the assignment/ project may be presented within the classroom and within Governors State University (including GSU research conferences), but the findings may NOT be published, presented, or disseminated publicly beyond the confines of Governors State University

**and**

D: the instructor has determined that each of the following conditions will be met:

- The instructor will complete IRB training, and direct students to complete IRB training for student researchers
- The final assignment/project must be reviewed and graded by the faculty member(s); grading of such projects by graduate students is not permitted
- The assignment/project parameters must meet the research standards for exempt from IRB review status or expedited review status (will require consultation with IRB)

**and**

E: the project will not involve prisoners as participants/subjects.

Please include each of the following in the description of the assignment/project, and **attach separately**:

I. **ABSTRACT**: (150 WORDS OR LESS) **Please attach separately**.

II. **ASSIGNMENT/PROJECT PROCEDURE**: (Describe the assignment, and the requirements for completion of the assignment by the students. Describe information that will be obtained/collected from the subjects/participants. Use additional pages if necessary) **Please attach separately**.

III. **BENEFITS and RISKS OF ASSIGNMENT/PROJECT**: (Are there benefits and/or risks to the subjects/participants? Please describe. **Please attach separately**.)

IV. **CONFIDENTIALITY OF DATA** (Describe general methods to be used to ensure the confidentiality of the subjects/participants in the assignment/project? If applicable, how will you maintain confidentiality of any personally identifiable information submitted for the assignment? **Please attach separately**.)

V. **CONSENT**: (If applicable, attach a copy of the CONSENT FORM(S) to be signed by the participant/subject; any STATEMENT(S) to be read to the participant/subject; or INFORMATIONAL LETTER to be directed to the participant/subject.) **Please attach separately**.

VI. **MANDATORY IRB TRAINING documentation**: **Please attach a copy** of your CITI investigator training certificate. Your application cannot be approved without evidence of completion of CITI training. **Please attach separately**.

*I certify that the assignment/project protocol and method of obtaining informed consent as approved by the Institutional Review Board will be followed during the period covered by this assignment/project. Any future changes will be submitted for IRB review and approval prior to implementation.*

Signatures required:

Project Director (GSU Faculty Member)\_\_\_\_\_ Date\_\_\_\_\_

**INSTITUTIONAL ENDORSEMENTS**

Your endorsement is requested to assure the Institutional Review Board that your office is aware of the existence and status of this research activity.

Division/Department Chair \_\_\_\_\_ Date \_\_\_\_\_

Dean \_\_\_\_\_ Date \_\_\_\_\_

Please return to:            Institutional Review Board  
  c/o Veronica Hunt  
  Office of the Provost  
  G 353



IRB Chair or  
Representative \_\_\_\_\_ Date \_\_\_\_\_

For further details, refer to text of the Code of Federal Regulations, Chapter 45, Part 46, Subparts A-E in the University Library's Federal Document collection.