This form shall be used if there is **minimal risk** to human subjects; one of the categories on the next page applies to the research. If there is more than minimal risk associated with the research (none of the conditions apply) or if the research utilizes a special population (children, prisoners, institutionalized individuals, etc.), please use the expedited/full application form found on the IRB website.

You should consult the university's document "Principles, Policy, and Applicability for Research Involving Human Subjects" and instructions on the IRB Committee website prior to completion of this form.
http://www.fit.edu/research/committees/irb

Submit via email to FIT_IRB@fit.edu.

IRB Contact Information:
Dr. Lisa Steelman
IRB Chairperson
lsteelma@fit.edu or FIT_IRB@fit.edu
321-674-7316

INVESTIGATOR INFORMATION

Title of Project _____

Date of Submission _____

Expected Project Start Date _____ Expected Project Duration _____

Principal Investigator _____

Title _____

Academic Unit _____

Phone _____ Email _____

List all co-investigator(s). Please include name, title, academic unit/affiliation and email.

CATEGORIES OF EXEMPT RESEARCH
Research must choose one:

❑ Research conducted in established or commonly accepted educational settings, involving **normal educational practices**, such as:
a. research on regular and special education instruction strategies, or
b. research on the effectiveness of or the comparison among instruction techniques, curricula or classroom management methods.

❑ Research involving the use of **educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior** unless:
a. the subjects can be identified, directly or through identifiers linked to the subjects and
b. any disclosure of subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability or reputation.
Note: This exemption does not apply to survey procedures or interviews involving minors.

❑ Research involving the use of educational tests, survey or interview procedures, or observation of **public behavior** if:
a. the subjects are elected or appointed public officials or candidates for public office, or
b. the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

❑ Research involving the **collection or study of existing data, documents, records or specimens** if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified, indirectly or through identifiers linked to the subjects.

❑ Research and demonstration projects that are conducted by or subject to the approval of department or agency heads and that are designed to study, evaluate or otherwise examine:
a. **public benefit or service programs**,
b. procedures for obtaining benefits or services under those programs,
c. possible changes in or alternatives to those programs or procedures, or
d. possible changes in methods or levels of payment for benefits or services under those programs.

❑ **Taste and food quality evaluation** and consumer acceptance studies if:
a. wholesome foods without additives are consumed, or
b. food is consumed that contains food ingredients found to be safe by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

RESEARCH FUNDING
If any part of this study will be funded by an external funding source, you must note the funding source and award/solicitation number below:

ANSWER THE FOLLOWING QUESTIONS AS THOROUGHLY AS POSSIBLE.

1. List the objectives of the proposed project.

2. Describe the research project design/methodology. Discuss how you will conduct your study, and what measurement instruments you are using. Attach all research materials to this application. Please describe your study in enough detail so the IRB can identify what you are doing and why.

3. Describe the characteristics of the participant population, including number, age, sex and recruitment strategy (attach actual recruitment email text, recruitment fliers, etc).

4. Describe any potential risks to the participants (physical, psychological, social, legal, etc.) and assess their likelihood and seriousness. Describe steps that will be taken to mitigate each risk.

5. Describe the procedures you will use to maintain the confidentiality and privacy of your research participants and project data. If video or audio recordings will be made, you must review the video/audio recording policy found on the IRB website and address precautions you will take in this section.

6. Describe your plan for informed consent (attach proposed form).

7. Discuss the importance of the knowledge that will result from your study (benefits to the field and to society) and what benefits will accrue to your participants (if any). Include information about participant compensation if appropriate.

8. Explain how your proposed study meets criteria for exemption from Institutional Review Board review (as outlined on page 2 of this form).

SIGNATURE ASSURANCES

I understand Florida Institute of Technology's policy concerning research involving human participants and I agree:

1. to accept responsibility for the scientific and ethical conduct of this research study,
2. to obtain prior approval from the Institutional Review Board before amending or altering the research protocol or implementing changes in the approved consent form,
3. to immediately report to the IRB any serious adverse reactions and//or unanticipated effects on participants which may occur as a result of this study.

PI Signature _____ Date _____

ADVISOR ASSURANCE: IF PRIMARY INVESTIGATOR IS A STUDENT

This is to certify that I have reviewed this research protocol and that I attest to the scientific merit of the study, the necessity for the use of human subjects in the study to the student's academic program, and the competency of the student to conduct the project.

Major Advisor _____ Date _____

Major Advisor (print) _____

ACADEMIC UNIT HEAD: IT IS THE PI'S RESPONSIBILITY TO OBTAIN THIS SIGNATURE

This is to certify that I have reviewed this research protocol and that I attest to the scientific merit of this study and the competency of the investigator(s) to conduct the study.

Academic Unit Head _____ Date _____

FOR IRB USE ONLY

IRB Approval _____ Date _____

IRB # _____