**Colorado College IRB Interaction Research Exemption Determination Form**

**[45 CFR 46.104(d)(2)]**

Your research may qualify for exempt status, meaning that it does not require substantial IRB review. To have your research considered for exempt status, please complete the following form.

1. SAVE this blank form onto your computer.

2. COMPLETE the following form. Since this is a Word document, you can add additional lines as necessary to provide the required information.

3. EMAIL the completed form as an attachment to: audiskessler@coloradocollege.edu (Amanda Udis-Kessler, IRB Chair).

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

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Highlight all that apply:

Thesis research Venture Grant study abroad course Sheffer Grant Gaylord Grant

Faculty research Staff research Other (explain in a sentence or two)

(1) Does your research involve ONLY the use of one or more of the following methods of interacting with participants and no others? (Do not count background reading and other forms of data collection that do not involve interacting with people when you answer this question.)

* Educational tests (cognitive, diagnostic, aptitude, achievement)
* Survey (questionnaire) procedures
* Interview procedures (can be face-to-face, phone, Skype, etc.)
* Observation of public behavior (including visual or auditory recording) in a place where someone can reasonably assume they have no right to privacy, such as a park, a baseball game, a movie, etc.

\_\_\_\_ Yes \_\_\_\_ No

(2) Which of the below type of research are you planning to carry out? Please check all that apply.

\_\_\_ Educational tests (cognitive, diagnostic, aptitude, achievement)

\_\_\_ Survey (questionnaire) procedures

\_\_\_ Interview procedures (can be face-to-face, phone, Skype, etc.)

\_\_\_ Observation of public behavior in a place where someone can reasonably assume they have no right to privacy, such as a park, a baseball game, a movie, etc.

Under new federal rules, interview and survey research involving children does not meet the criteria of this exemption, nor does observation of public behavior if the researchers participate in the activity or activities being observed. Research involving educational tests as described above, and/or involving observation of public behavior with the researchers not participating do meet the criteria for exemption. Please keep this in mind as you answer the next few questions.

(3) Are all of your participants legal adults, aged 18 or older?

\_\_\_\_Yes, definitely \_\_\_\_ Unsure \_\_\_\_ No

If the answer to (3) was “Yes, definitely”, please skip to question (6)

(4) If some or all of your participants are children, aged 17 or younger, are you only using one or both of the following research methods?

* Educational tests (cognitive, diagnostic, aptitude, achievement) where the participant identities cannot be ascertained or the project is harmless
* Observation of public behavior in a place where a person can reasonably assume they have no right to privacy, such as a park, a baseball game, a movie, etc. AND in which you and other researchers are not participating in the activity/activities being observed AND in which the participant identities cannot be ascertained or the project is harmless

\_\_\_\_ Yes \_\_\_\_ No

(5) If your answer to (4) was “Yes”, which of the below type of research are you planning to carry out? Please check all that apply.

\_\_\_ Educational tests (cognitive, diagnostic, aptitude, achievement)

\_\_\_ Observation of public behavior in a place where someone can reasonably assume they have no right to privacy, such as a park, a baseball game, a movie, etc. AND in which you and other researchers are not participating in the activity/activities being observed

(6) Will all information be recorded anonymously (so that the participant cannot be identified, directly or indirectly through identifiers linked to the participant)? (Anonymous recording does not mean that you do not know participant identities, only that you do not record them.)

\_\_\_\_ Yes, definitely \_\_\_\_ Unsure \_\_\_\_ No

(7) If information will not be recorded anonymously, could the information put the participant at risk of harm if it were linked back to them outside of the research context? For the purposes of this exemption, harms include only the following: criminal liability, civil liability, damage to the participant’s financial standing, employability, educational advancement, or reputation

\_\_\_\_ No \_\_\_\_ Unsure \_\_\_\_ Possibly

(8) If you answered “unsure” or “possibly” to (7), please explain.

(9) If the answer to (6) is either “Unsure” or “No” and the answer to (7) is either “Unsure” or “Possibly”, the IRB may need to carry out an additional limited review to make sure that the research has adequate provisions in place to protect the privacy of participants and to maintain the confidentiality of their information. Please check next to the text below:

\_\_ I understand that the IRB may need to contact me regarding a further limited review if the IRB has concerns about participant confidentiality and privacy.

(10) If you wish to provide any further information about steps you will take to guarantee participant confidentiality and privacy, please do so here.

 (11) You will need to submit additional materials about the nature of your research. Please check all that apply.

\_\_ I have attached a copy of all educational tests

\_\_ I have attached a copy of all surveys/questionnaires

\_\_ I have attached a copy of my interview questions/interview schedule

\_\_ I have attached one or more paragraphs describing the kind of public behavior I intend to study (including all location(s) and information of interest for research, as well as whether I will be participating in the activity/activities being observed)

(12) If you are carrying out research involving educational tests, surveys/questionnaires, and/or interviews, you will also need to provide appropriate consent/assent/permission forms. Please check all that apply.

 \_\_ I am carrying research involving educational tests with children and have attached the appropriate assent form and parent/guardian permission form for review.

 \_\_I am carrying out research involving educational tests with adults and have attached the appropriate consent form.

 \_\_ I am carrying out survey research and have attached the appropriate consent form (either the paper survey consent paragraph or the online survey consent paragraph)

 \_\_ I am carrying out interview research and have attached a consent form based on the CC IRB Standard Consent Form template

Please contact Amanda Udis-Kessler (audiskessler@coloradocollege.edu) with questions.