

Checklist for IRB Application Exempt from Subject Consent

To apply for IRB approval, the principal investigator must submit the appropriate completed application, finalized forms (i.e., survey or any questionnaires to be distributed) and appropriate release forms for biological or diagnostic specimens (if applicable). **THE IRB APPLICATION CHECKLIST MUST BE COMPLETED AND SUBMITTED TO THE IRB SCHOOL REPRESENTATIVE WITH THE APPLICATION.** The purpose of the checklist is to facilitate the application approval process by ensuring that each investigator has completed the requirements set forth by the IRB Committee.

IRB School Representatives:

- Arts & Sciences David Dedo, George Keller, or Jack Berry
- Business Bill Belski
- Education Jonathan Davis, John Petrella, or Patti Wood
- Law Alyssa DiRusso
- Nursing Gretchen McDaniel or Nina McLain
- Pharmacy Maisha Kelly Freeman, Kim Benner, or Mike Lee
- IRB Chair David Dedo, A & S, Communication Studies
- IRB Chair-elect Alyssa DiRusso, Law

Checklist:

- Complete the IRB Exempt application (available at <http://www.samford.edu/IRB/exempt.pdf>)
- If the principal investigator is a student:** The principal investigator's faculty advisor has reviewed finalized copies of the application and all project information or materials (i.e., questionnaire/survey).
- Submit one copy of the application and any other finalized project information or materials (i.e., questionnaire/survey) to the IRB representative of the principal investigator's school, who serves as the primary reviewer. If there is no IRB representative from the principal investigator's school, submit these materials to the IRB Chair.
- Submit one copy of the study methodology/description to explain the exemption from informed consent.
- All questionnaires/surveys are in the **final version** (no drafts). Please note, not all research projects will include questionnaires/surveys.
- Confirmation of the protection of study participants, i.e., participants are adults, 19 years old or older; participants' anonymity is ensured; participation is voluntary. (Describe in methods section attached)

Contact Information and Signatures:

_____ (Principal Investigator) _____ e-mail
_____ (Print) _____ phone
_____ Date

To be completed by the faculty advisor of a research project in which the student is the principal investigator:

I have read/reviewed this IRB application and all other research project materials. All information is complete, accurate, and finalized.

_____ (Advisor) _____ e-mail
_____ (Print) _____ phone
_____ Date

PLEASE NOTE:

Complete and submit the Closure Form (<http://www.samford.edu/IRB/closure.pdf>) to the IRB school representative AFTER research is completed. Send to IRB Chair if no school representative is listed.

If this research project extends beyond 12-month after the approval date, a renewal IRB application form must be submitted to the IRB school representative. Send to IRB Chair if no school representative is listed.