**Please use this application if you are requesting exemption from IRB review as stated in exempt categories listed as an Annex at the end of this application. This is an Abbreviated Review Procedure for Classroom Projects as part of the Undergraduate and Graduate Research Methodology courses. The Document Submission Checklist below provides a general guide regarding the required documents, as applicable, to be submitted with this application. For any assistance, please contact the IRB Office at** **irb@lau.edu.lb**

**Do not complete this form if the research involves pregnant women, fetuses, prisoners or children, as the project does not fit exemption. It is important to note that the IRB makes the final determination of exempt status.**

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| ***1. GENERAL PROTOCOL/STUDY INFORMATION***  |
| Course Instructor:      *(Name and Title)*Telephone # and Ext.:        | Department *(if applicable):*       Email:       |
| Course Name, Number and Section:        |
| Semester and Academic Year:        | Expected Duration:       |

***Guidance and Document submission Checklist — Classroom Project Application***

**It is important to ensure that all surveys, questionnaires and interview script must include informed consent information section or introduction with certain phrases – please refer to Sample Introductions to Surveys and Questionnaires Document on the IRB website**.

One **Electronic Copy** of each of the following items are required as applicable:

[ ]  Completed and signed Classroom Project Application (not as pdf)

[ ]  Course Syllabus: The Course Instructor is responsible for providing the necessary training in respecting the privacy of the individuals, the confidentiality of the data along with training in the relevant professional ethics. Such training must be listed in the course syllabus and submitted to the IRB

[ ]  All data collection tools and informed consent / consent introductions as applicable.

[ ]  Human Subject protection training certificate for all faculty / instructors and all teaching assistants ([Protecting Human Subject Research Participants](http://gsr.lau.edu.lb/irb/education-training.php))

*Note: If the IRB finds that the research topic is sensitive in nature, students will be requested to complete the Human Subject Protection Training*

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| ***2. LIST OF CLASSROOM RESEARCH PROJECTS****Use the table below to describe each student’s classroom research project and submit along with a copy of the course syllabus detailing where aspects of human subjects protection are discussed. Please submit this form at least 2 weeks before the research is to begin* |
| **Title of the Research Project** | **Name (s) of student (s)** | **Type\***  | **Who are the Participants\*\*** | **Targeted Number of Participants** | **Method of Recruitment+** | **Location++** |
|       |       |       |       |       |       |       |
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*\*Type: please specify if the study involves an interview, a survey or questionnaire etc.*

*\*\*Participants: please specify who your targeted audience is*

**+***Method of Recruitment: please specify how the students will approach their participants, please provide as much detail as possible. You can use a separate sheet if you like*

*+***+***Location: please specify the location where the research project will take place*

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| ***3.* *COURSE INSTRUCTOR ASSURANCE*** |
| As a Course Instructor, by signing this application:* I accept ultimate responsibility for the protection of the rights and welfare of the human subjects and the conduct of this study including adherence to the ethical guidelines set forth in the Belmont Report, Declaration of Helsinki and Nuremburg Code
* I am familiar and agree to comply with all applicable IRB policies and procedures, as well as with all relevant local and international laws regarding the protection of human subjects in research
* I accept responsibility for ensuring that my students are adhering to the projects stated in this application, in the case of any changes that will impact the exemption status, I understand that I must re-submitted to the IRB for review
* I understand that any research-related material is subject to an audit by the IRB
* I certify that the proposed research is not currently being conducted and will not begin until IRB response / approval has been obtained
* I have completed the human subject protection training requirement and ensure that all teaching assistants involved in the course have completed the human subject training requirements
* I certify that the information provided in this application is complete and accurate

             Signature of Course Instructor Date |

**For research projects to be conducted at LAUMC-RH, in addition, please secure Signatures on the LAUMC-RH Research Project Signature Page**

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| ***EXEMPTION CATEGORIES****(Please select the category (ies) that exempt(s) this study from IRB review as per 45CFR 56.101b)* |
| **A. Research conducted in established or commonly accepted educational settings involving normal educational practices such as:**  (i) research on regular and special instructional strategies, or  (ii) research on the effectiveness of or the comparison between instructional techniques,  curricula or classroom management methods. |
| **B. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless:** (i) information obtained is recorded in such a manner that human subjects can be  identified, directly or through identifiers linked to the subjects; and (ii) any disclosure of the human 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:*** *Survey or interview procedures or observations of public behavior involving children cannot be exempted, with the exception of observations of public behavior when the investigator(s) do not participate in the activities being observed.* |
| **C. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior that is not exempt under part B. of this section, if:** (i) the human subjects are elected or appointed public officials or candidates for public  office; or (ii) federal statute(s) require(s) without exception that the confidentiality of the  personally identifiable information will be maintained throughout the research and  thereafter. |
| **D. Research involving the collection or study of existing data, documents, records, pathological or diagnostic 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, directly or through identifiers linked to the subjects.** |
| **E. Research and demonstration projects which are conducted by or subject to the approval of Department or Agency heads, and which are designed to study, evaluate, or otherwise  examine:** (i) public benefit/service programs; (ii) procedures for obtaining benefits/services under those programs; (iii) possible changes in or alternatives to those programs or procedures; or (iv) possible changes in payment methods and/or levels of those programs. |
| **F. Taste and food quality evaluation and consumer acceptance studies,** (i) if wholesome foods without additives are consumed or (ii) if a food is consumed that contains a food ingredient at or below the level and for a  use found to be safe, or agricultural chemical or environmental contaminant at or  below the level found to be safe, by the U.S. Food and Drug Administration or approved  by the federal health authority/food inspection agency. |