University of Pikeville

IRB APPLICATION FOR EXEMPT STATUS FOR Class Assignments

This form is to be completed by the instructor.

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| * All information must be typed. * If this is for a course, please attach the course syllabus and detailed assignment information (if not included in syllabus). * This application does not cover students doing research for theses, dissertations, articles, or publications |

**1. Instructor Information**

**a. Contact Information**

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| Instructor’s Name: |  | | |
| Department or Affiliation: |  | | |
| Telephone: |  | Email: |  |
| Name of chair/supervisor: |  | | |
| Email of chair/supervisor: |  | | |

**b. Status**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Instructor status: | Undergraduate: |  | Graduate: |  | Faculty: |  | Staff: |  | Other: |  |  |

**2. class information:**

|  |  |
| --- | --- |
| Name of Class: |  |
| Anticipated Enrollment |  |

**3. Project Dates**

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| --- | --- | --- | --- | --- |
| **a.** Anticipated starting and completion dates: |  | to | |  |
| **NOTE: Project may not start prior to approval from the IRB.** | | | | |
| **b.** This project may be conducted on an annual basis: Yes | |  |  | |

**4. IRB Training Certification**

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| --- | --- | --- | --- | --- |
| Have you completed the online IRB training program? Yes |  | Date |  |  |

**5. Submission Category**

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| Please check one: | |
|  | Class training students how to do research involving human participants: interviewing, human experiments, coding, focus groups, etc. | |
|  | Class requiring or encouraging students to conduct research involving human participants as an assignment. | |
|  | Training grant involving graduate and/or postgraduate trainees | |

**6. Research Statement** Please answer the following questions completely, and include the documents requested in your submission.

**a.**What assignments or tasks involving the use of human participants are you assigning to students/trainees? If this is a course, include the syllabus. Please describe all assignments as fully as possible if this is not clear from the current syllabus. Examples of past assignments are also useful for this review. If this is a training program, please outline the typical work performed by trainees that may involve the use of human participants.

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**b.** What education will the students receive in the conduct of studies involving human subjects at the University of Pikeville? Include any relevant information on web-based education, the names of the textbooks and their content, lectures you give, etc.

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**Submission Information**

**UPIKE IRB**

**Attn: Ms Cathy Thornsbury**

**147 Sycamore Street**

**Pikeville, KY 41501**

An electronic copy of the completed application and all supporting documents is required, and should be submitted to [cathy.thornsbury@upike.edu](mailto:cathy.thornsbury@upike.edu).

**7. APPROVAL: To be completed by the Irb chair (or designee)**.

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| **IRB Chair/co-chair** **\_\_\_ Research exempted from IRB review (IRB PROTOCOL #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_).**  **Approval Date: \_\_\_\_\_\_\_\_\_\_\_**  **Expiration Date: \_\_\_\_\_\_\_\_\_\_**  \_\_\_ **Research not exempted from IRB review (See attached comments).**  **Daniel H. Atchley, PhD, MS, MT-ASCP**  **Chair, UPike Institutional Review Board** |