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**Exempt Review Template**

This form should be filled out in its entirety and uploaded to Axiom.

A complete exempt review submission will include:

1. This completed template form
2. Copies of all recruitment materials
3. Copies of all study instruments
4. Informed consent document with appropriate readability level
5. Documentation of completion of the Human Subjects Research Training for all individuals listed on the protocol
6. If applicable, documentation of permissions to recruit participants

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| **Project Description** |

Provide a description of the study including its purpose and the research question being investigated.

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| **Participants** |

Describe the target population for this study including inclusion and exclusion criteria.

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| **Recruitment** |

Describe how participants will be recruited for this study.

*In addition to this document, you will need to upload a copy of all recruitment materials to Axiom. This may include posters, emails, or scripts for classroom announcements. Please note that the mass email system may not be used to recruit research participants.*

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| **Study Procedures** |

Describe the details of the study procedures including the sequence of events and the timeline for the study.

Where will the study take place?

*In addition to this document, you will need to upload a copy of all study instruments (surveys, interview questions, etc.). For example, if you are distributing a survey you will need to include a copy of the final survey in your Axiom submission.*

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| **Potential Risks to the Participants** |

Describe any risks to participants involved in this study and how these risks will be minimized to protect the welfare of the participants.

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| **Compensation** |

Explain whether and/or how participants will be compensated for participation in the study, e.g.: cash, gift certificate, required course credit, extra course credit, etc.  If participation is required for a course, an alternate assignment **for the same point value must be available for those students who choose not to participate.**

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| **Confidentiality** |

Describe any personal identifiers that the research team will collect or have access to such as participants name, birth date, mailing or email address, phone number, social security number, student identification number, medical records, IP address, video, or audio recording.

Will the identity of your study subjects be anonymous? If yes, how will anonymity be ensured? (In an anonymous study, the researcher will not know who is participating in the study and will not be able to link any participant to their data. An example of this would be an online survey that does not collect IP address or personal identifiers.)

If the study is not anonymous, describe how will you ensure confidentiality of the participants and their data.

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| **Data Management** |

How will data be collected in this study? (electronically, paper, audio recordings, etc.)

How will data be securely stored to ensure privacy and confidentiality of the data and participants?

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| **Consent Form Information** |

What is the numeric Flesch-Kincaid readability score of your primary consent form?

*In addition to this document, you will need to upload a copy of the informed consent. Templates for consent forms are available on the IRB website.*