

**University of Hawaii
Committee on Human Studies (CHS)**

Application for Exempt Status for Human Subjects Research

*Instructions: Mail or deliver to (1960 East-West Road, Biomedical Building B104, Honolulu 96822), fax (956.8683) or email (uhirb@hawaii.edu) your completed and **signed** application with attachment(s) to the UH Committee on Human Studies. For email, write "Exempt Application" on the subject line. Please type your answers.*

Human subjects research is defined as "a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge."

General Information	
Researcher name:	<input style="width: 95%;" type="text"/>
Researcher email: _____	Researcher phone: _____
Status: <input type="checkbox"/> Faculty <input type="checkbox"/> Student [<input type="checkbox"/> Masters <input type="checkbox"/> PhD] <input type="checkbox"/> Other _____	
If student, name of faculty advisor: _____	
Advisor email: _____	Advisor phone: _____
Department: _____	Campus: _____
Title of research project: 	

Signatures	
<i>I certify that the information in this application is correct and that, in my best judgment, this research qualifies for exempt status under federal human subjects regulations:</i>	
Researcher: _____	Date _____
Advisor (for student research): _____	Date _____

<i>This box for CHS Use only</i>	CHS #
Exempt Request <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Exempt Category: _____	
Reviewer comments/recommendations: 	
Approved by: _____	Date: _____

CHS exempt approval is valid for five years as long as there are no changes in the study design or methods.

Category of Exemption

The following categories of research meet federal exemption requirements. Please indicate, with a check mark in the first column, the category of exemption you are requesting. Check all that apply to your research.

√	Category Description	Category Number
	<p>Research will be conducted in an established educational setting, involving normal educational strategies such as:</p> <p>(a) research on regular and special education instructional strategies, <u>or</u></p> <p>(b) research on the effectiveness or comparison of instructional techniques, curricula, or classroom management methods.</p>	1
	<p>Use of standardized educational, aptitude or achievement tests (cognitive, diagnostic, aptitude), survey or interview procedures, or observation of public behavior <u>if</u>:</p> <p>(a) information obtained is recorded by the investigator in such a manner that participants <u>cannot</u> be identified directly or indirectly through identifiers linked to the participants (anonymity is required); <u>and</u></p> <p>(b) disclosure of participants' responses outside the research could not reasonably place the subjects at risk of criminal or civil liability or be damaging to participants' financial standing, employability or reputation.</p>	2
	<p>Surveys, interviews or observations <u>if</u>: (a) participants are elected or appointed officials or candidates for public office; <u>or</u> (b) federal statute(s) requires without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.</p>	3
	<p>Research involving the collection or study of existing data, documents, records, or specimens <u>if</u>: (a) these sources are publicly available <u>or</u> (b) study information is recorded by the investigator in such a manner that participants cannot be identified, directly or indirectly through identifiers linked to participants.</p>	4
	<p>Category 5, relating to public benefit or service programs generally does not apply to research conducted by UH.</p>	5
	<p>Taste and food quality evaluation and consumer acceptance studies <u>if</u>: (a) wholesome foods without additives are consumed, <u>or</u> (b) the food contains a food ingredient, agricultural chemical or environmental contaminant at or below the level found to be safe.</p>	6

Answer the following questions about your research

<input type="checkbox"/> Yes <input type="checkbox"/> No	I intend to analyze my research findings for the purpose of generalizing my results , applying them to a larger population beyond the participants involved or studied.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Participants in my study belong to a vulnerable population (i.e, prisoners; pregnant women; fetuses in utero; individuals who are elderly, hospitalized, or mentally or physically disabled; or children under the age of 18 if the research will be conducted outside a normal classroom setting). Circle (or otherwise indicate) all that apply.
<input type="checkbox"/> Yes <input type="checkbox"/> No	My research addresses a sensitive topic(s) such as behavior that, if publicly disclosed, could place participants at risk of criminal or civil liability; be socially stigmatizing; affect employability, insurability or access to services; or cause stress, discomfort or harm.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I will be audiotaping, videotaping or photographing participants. Circle (or otherwise indicate) all that apply.
<input type="checkbox"/> Yes <input type="checkbox"/> No	My data can be linked to an individual participant, by recording the participant's name, by using a coding system, or by any other means.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I will be including information that can be individually identifiable to study participants in a publication or presentation of this research (this includes student dissertations or reports).

In a narrative format (attach a separate page as necessary)

1. Describe the purpose of your research and tell us what you expect to learn.
2. Describe your research methods, including the steps involved in collecting and/or analyzing data. If you are using existing data, describe the source and the extent to which individuals can be identified.
3. Describe your participant population (gender, age, etc.). How many participants do you intend to involve in your research? How will you identify, contact and recruit them? How will you explain your research to them? (For exempt research, it is preferred that participants not be asked to sign a consent form; rather, they should be given a written description of the study with no information that can be used to link them to the study.)
4. Describe any potential risks to participants and how you will minimize their impact.
5. For research being conducted in “established educational settings,” describe how the activity being studied is a “normal educational practice” (e.g., is a routine part of the educational process).
6. **Attach all study instruments** (participant information documents, surveys, etc.)

If you have questions, call the CHS at 956.5007.

Please provide a stamped, self-addressed return envelope for your exempt certification.

Otherwise, your certification will be sent by campus mail to the department listed on page 1 of this application.