



WORCESTER POLYTECHNIC INSTITUTE
Institutional Review Board
Application for Exemption from IRB Review for
Survey or Interview Research Involving Minimal or No Risk

WPI IRB use only IRB # Date:

Use of this application is recommended for most student project research involving minimal risk. Proposed research meets the definition of "minimal risk" when the risks to research subjects are not greater than those ordinarily encountered in daily life. This application is specifically intended for projects in which students are expected to conduct interviews, surveys or focus groups.

Project Faculty Advisor(s):

Name: _____ Tel No: _____ E-Mail Address: _____

Department: _____

Name: _____ Tel No: _____ E-Mail Address: _____

Department: _____

Student Investigator(s):

Name: _____ Tel No: _____ E-Mail Address: _____

Name: _____ Tel No: _____ E-Mail Address: _____

Name: _____ Tel No: _____ E-Mail Address: _____

Name: _____ Tel No: _____ E-Mail Address: _____

Project Title:

Project Location and Time Frame:

Expected Research Subjects: (e.g. museum visitors under the age of 12)

NOTE: This application must be accompanied by written research methods and a reasonably complete set of survey or interview questions.

1. Is the proposed research sponsored or supported by a US federal agency or by US government funding? No Yes

2. Is the proposed research funded by a corporation or foundation? If so, please identify sources. No Yes

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3. Does the proposed research involve vulnerable research subjects? (e.g. children, prisoners, students, persons with mental or physical disabilities, pregnant women) No Yes
4. Is the research confined to obtaining verbal or written information from subjects and/or publicly available documentary information? No Yes
5. Could the disclosure of a human subject's identity and responses place the subject at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation? No Yes
6. Will the researchers collect information that can be used to identify the subjects? No Yes
7. If the researchers do know the subjects' identity, will individual responses be kept confidential? (e.g. only summaries of all data will be published) No Yes
8. Will researchers be interviewing people chosen because of their expertise or experience? (See 4, below.) No Yes

Please Print Form before signing below

By signing below, all participants in this research project are agreeing to follow the following instructions:

1. You agree to inform subjects orally or in writing that:
 - Participation in the research is voluntary.
 - Participants may end their participation at any time.
 - Participants need not answer every question in an interview or survey.
2. If your research is **anonymous**, you also inform subjects that you are not collecting names or any identifying information from them.
3. If your research is **confidential**, you inform subjects that no identifying information will be disclosed with individual responses.
4. If your research subjects are chosen and interviewed for their expertise or experience, you seek and obtain each subject's permission to identify him or her in your report, and obtain each subject's permission to disclose his or her views and statements in your report. The subject must be offered the opportunity to pre-approve the publication of any quoted material. If a subject does not wish to appear in your report, you respect his or her wishes for confidentiality.

Signature of Faculty Advisor _____ Date _____

Print Full Name and Title _____