



# WPI

**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:
------------------------------------

*This application is specifically intended for projects in which students are expected to conduct interviews, surveys or focus groups. 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.*

**Project Faculty Advisor(s):**

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

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

**Project Faculty Instructor:**

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

**Student Investigator(s):** *ALL student investigators must be listed.*

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

**WPI IRB Application for Exemption from IRB Review for  
Survey or Interview Research Involving Minimal or No Risk**

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

**Project Mission Statement and Objectives**

**Brief Methods Listing:** (e.g. “Survey of public to ascertain knowledge and opinions about climate change” or “Interviews of professionals working on climate change regarding effective city climate change program”)

**Appendix 1:** Attach the draft methodology chapter or statement of research methods.

**Appendix 2:** Attach a draft of surveys and/or a list of questions to be used for interviews or focus groups. If sample questions are included in Appendix 1, Methodology Chapter, indicate page numbers here.

1. Is the proposed research sponsored or supported by a US federal agency or by US government funding? If so, identify sources. No  Yes
2. Is the proposed research funded by a corporation or foundation? If so, identify sources. No  Yes
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. Does the research involve human subjects in ways other than as participants in interviews, focus groups, or surveys? (e.g. observation of public behavior, use of archived data or experimental procedures) If yes, explain. No  Yes
5. Will the researchers collect information that can be used to identify the subjects? No  Yes
6. 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
7. Will the researchers disclose the identity or the individual responses of any human subjects? (e.g. by quoting an individual, whether or not identified by name or title) No  Yes

**WPI IRB Application for Exemption from IRB Review for  
Survey or Interview Research Involving Minimal or No Risk**

IF you answered yes to question 6 or 7, answer these questions:

- A. What is the potential risk to human subjects?
  
  
  
  
  
  
  
  
  
  
- B. How will you eliminate or reduce said risk to an acceptable level?

**Please Print Form Before Signing Below**

By signing below, all participants in this research project are agreeing to abide by 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 is **NOT** completely anonymous and confidential, you must obtain each subject's permission to publicly disclose his or her identity and/or responses. All requests for anonymity and confidentiality must be honored. The subject must be offered the opportunity to pre-approve the publication of any quoted material

Signature of Faculty Advisor \_\_\_\_\_ Date \_\_\_\_\_

Print Full Name and Title \_\_\_\_\_

*Please return a signed hard or electronic copy of this application to the WPI IRB c/o Ruth McKeogh,  
2<sup>nd</sup> floor Project Center or [irb@wpi.edu](mailto:irb@wpi.edu).  
If you have any questions, please call (508) 831-6699.*