

WPI IRB IQP Exemption Form Checklist
Attach to the “WPI IRB Application for Exemption from IRB Review
for Survey or Interview Research involving Minimal or No Risk”

If your work involves human subjects through interviews, surveys or focus groups AND you are applying for exemption from WPI IRB review, please complete a summary sheet as per the following guidance. Include the following information:

Heading: “IRB Summary Sheet”

Project Title & Date

Mission statement and objectives

Brief methods listing (examples below)

- A. Survey of public to ascertain knowledge and opinions about climate change.
- B. Interviews of professionals working on climate change regarding effective city climate change program.

Notes on IRB Application (keyed to application numbering system). For each numbered item that might raise an IRB concern:

- A. State the potential risk to human subjects
- B. State why the risk is warranted and/or...
- C. State how you will eliminate or reduce the risk to an acceptable level

Attach your draft methodology chapter

Attach a set of sample questions for anticipated interviews, surveys or focus groups.