



*Johnson County Community College
Research Participant Protection Program
Application for Exempt Research Involving Human Subjects*

A. GENERAL INFORMATION

1. Principal Investigator(s):
2. College/University:
3. Department/Program:
4. Campus Address:
5. Phone Number:
6. E-mail Address:
7. Faculty Supervisor (if student project):
8. Title of Project:
9. Type of Project:

Faculty/Staff Research

Student Research

Class Project (Please specify class)

Other (Please explain)

10. Expected Project Start Date:
11. Expected Project Completion Date:
12. Is this a funded project? Yes No

If yes, please specify:

Funding Source:

Duration of Funding:

Are there any potential financial conflicts of interest which need to be declared? In other words, are you, any other project personnel, or family members of you or project personnel in the position to gain financially from the results of the research?

Yes No

If yes, please explain:

13. Has this project been submitted and/or reviewed by another Human Subjects Protection Program (HSPP) or Institutional Review Board (IRB)? Yes No

If yes, please specify:

Name of HSPP or IRB and its decision:

Please include a copy of approval letter if applicable.

14. Will this project take place at JCCC or on JCCC property? Yes No

15. Will your subjects include JCCC students, faculty or staff? Yes No

Please be aware that if your project includes the collection of personal information, you may be subject to the Family Educational Rights and Privacy Act (FERPA) and/or the Health Insurance Portability and Accountability Act (HIPAA) guidelines as well. Failure to comply may result in the revocation of your right and ability to conduct research at JCCC and/or with JCCC students, faculty and/or staff, as well as make you liable for local, state and/or federal civil and criminal penalties.

B. PROPOSED RESEARCH

Please indicate by checking the appropriate box(es) the reasons you believe your proposed research is exempt. If your research is not within one of the categories listed below, you will need to complete the appropriate application for either Expedited or Full Review.

1. Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as:
 - (i) Research on regular and special educational instructional strategies, or
 - (ii) Research on the effectiveness of or the comparison among instructional techniques, curricula or classroom management methods.

2. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless:
 - (i) Information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and
 - (ii) Any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal liability; or be damaging to the subjects' financial standing, employability or reputation.

3. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement) survey procedures, interview procedures or observation of public behavior that is not exempt under category (b) of this section, if:
 - (i) The human subjects are elected or appointed public officials or candidates for public office;
or
 - (ii) Federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

4. Research involving the collection or study of existing data, documents, records, pathological specimens or diagnostic specimens, if these sources are publically available or if information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.
(Please be aware that in order to qualify for this exemption, the data, documents, records or specimens must be in existence before the project begins.)

5. Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate or otherwise examine:
 - (i) Public benefit or service programs;
 - (ii) Procedures for obtaining benefits or services under those programs;
 - (iii) Possible changes in or alternatives to those programs or procedures; or
 - (iv) Possible changes in methods or levels of payment for benefits or services under those programs.

6. Taste and food quality evaluation and consumer acceptance studies:
 - (i) If wholesome foods without additives are consumed; or
 - (ii) If a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

C. RESEARCH PROJECT

Project Summary

Please provide a summary of the proposed research project using language that is understandable by those not in your field/discipline. Be sure to include statements addressing your hypothesis, methodology and any expected outcomes. In addition, include an explanation as to why you believe the proposed research should be classified as “Exempt.”

Research Personnel

Please provide the names, titles, roles and affiliations of investigators, research assistants or grant personnel who will be involved with the proposed research.

D. CERTIFICATIONS

As the Principal Investigator:

1. I agree that this application reflects the proposed research in an accurate and truthful manner.
2. I agree to report any problems with the research to the JCCC RPPP immediately.
3. I agree to report any changes in the research protocol to the JCCC RPPP immediately.
4. I comprehend and agree to follow all JCCC RPPP guidelines and protocols.
5. I am familiar with and agree to follow the ethical guidelines and standards for research and the treatment of human subjects associated with my particular discipline.
6. I agree not to begin the proposed research until action is taken on this application and I am notified of this action by the JCCC RPPP.

Signature _____

Date _____

As Department Chair, Program Facilitator, Assistant Dean and/or an Official Representative of the Principal Investigator’s Department, Division or Program, I approve the submission of this application and certify that the Principal Investigator (or Faculty Supervisor in the case of a student application) is capable and qualified to conduct and/or supervise this research.

Signature _____

Date _____

E. JCCC RPPP ONLY

Exempt **Yes** **No**

Signature _____

Date _____

Recommendations/Comments _____
