



# CHICAGO DEPARTMENT OF PUBLIC HEALTH



## APPLICATION FOR EXEMPTION FROM HUMAN SUBJECT REVIEW

IRB use only: # \_\_\_\_\_

**Instructions:** This form must be filled out completely. Incomplete forms will be returned. A copy of the research proposal and instruments are required. Submit the form in Word format and the proposed research project as PDF document to Chicago Department of Public Health (CDPH) Institutional Review Board (IRB) staff (see below).

Date: \_\_\_\_\_

Principal Investigator of Project: \_\_\_\_\_

Last Name

First Name

Principal Investigator Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Address

City

State

Zip Code

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

(ext.) \_\_\_\_\_

Other Phone#: \_\_\_\_\_

Co-Investigator: \_\_\_\_\_

Name

Title

CDPH Sponsor: \_\_\_\_\_

School: \_\_\_\_\_

Project Title: \_\_\_\_\_

Funding Agency or Research Sponsor:  Unfunded  CDPH Funded  Other specify below: \_\_\_\_\_

This project will be conducted at the following site(s): (Please specify which site, on the line provided)

CDPH clinic: \_\_\_\_\_

CDPH field site: \_\_\_\_\_

In the field (non-CDPH clinical or CDPH field site): \_\_\_\_\_

Cermak Health Services/Cook County Jail (requires Hektoen IRB approval): \_\_\_\_\_

Cook County Juvenile Temporary Detention Center: \_\_\_\_\_

Other (specify): \_\_\_\_\_

Check if the following statement applies:

This application is a duplicate of a previously exempted study.

Date and Title of previous exemption letter: \_\_\_\_\_

Research activities in which the only involvement of human subjects will be in one or more of the following categories are EXEMPT from human subject review:

1. Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (i) research on regular and special education 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 or civil liability or be damaging to the subjects' financial standing,



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employability or reputation.

Research involving survey or interview procedures is not exempt from human subjects review if children are involved. Research involving observation of public behavior with children as subjects is example only if the investigator does not participate in the activities as being observed.

- 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 paragraph 2 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, or if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.
5. Research and demonstration projects which are conducted by or subjected to the approval of government 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 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 if: (I)

Indicate into which category (ies) your research falls and give a brief summary of the projects, including a justification for the category (ies) selected. Continue on an extra sheet if necessary.

Horizontal lines for providing a summary of the research project.

Institutional Endorsements

Your endorsement is requested to assure the Institutional Review Board that your office is aware of the existence and status of this research activity:

Signature lines for Principal Investigator, CDPH Sponsor, Bureau or Division Director, and Reviewer, each with a corresponding Date line.

Submit to:
Joslyn James, Staff Assistant
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Chicago, Illinois 60604
Email: Joslyn.James@cityofchicago.org
(312) 747-8524