Date Submitted to Director of Research:

For Meeting Date:

**Instructions**

All applications must be typed or work processed (single-spaced). Do not write or type on the back. Applicants should refer to the online education course for guidance, as well as the Guide to Submitting Proposals to the Research Ethics Review Committee.

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| **Research and Investigator Information** |
| **Principal Investigator**  Name:  Address:  Tel.:  e-mail:  **Co-Investigators**  Name:  Address:  Tel:  e-mail:  Name:  Address:  Tel:  e-mail:  Name:  Address:  Tel.:  e-mail:  **Project Title**:  **Grant Title if different from Project Title:**  **Has this study been previously approved by the RERC?** Yes  No  If yes, what was the most recent approval date?  Have the procedures changed since the most recent RERC approval? Yes  No  If yes, provide details as part of this application as appropriate.  **Project start date**:  **Anticipated end date**:  **Note:** RERC approval is always for one year (or less). If you need more time, you will need to submit a request for continuation of approval.  **Is this research funded by (or an application to) an external funding agency?** Yes  No  If yes, complete the following:  Funding Source:  Date of Award (or proposed date):  **Study Location**: |

**Request for Exempt Status from Full Research Ethics Committee Review**

Certain categories of research deemed very low risk under Federal regulations may be granted Exempt Status once the appropriate review has been conducted by the RERC. If Exempt Status is granted, the study will not require continuing or other review unless procedures are revised which deviate from those originally approved by the RERC.

**NOTE: Only the RERC may grant Exempt Status**. Therefore, applications for Exempt Status must include the completed remainder of the application in addition to the information requested below.

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| **Part 1**  Exempt status may be claimed under the following categories. **Please check all that apply.**  **1.** Research is a study of normal educational practices in commonly accepted educational settings.  **Note:** This exemption does not apply to research with children when the investigator[s] participate in the activities being observed; for example, in classroom situations where the investigator is taking part in the classroom activities being studied, or if activities are introduced for the purpose of the proposed project and are not part of the usual curriculum or activities.  **2.** Research involves:  a. The use of educational tests, surveys, or interviews where identifiers are not recorded by the Investigator or where there is neither a risk of harm to subjects nor information sought concerning sensitive aspects of the subject’s own behavior. (**Note:** This exemption does not apply to research involving surveys and interviews with children or to experiments such as computer simulations of decision making or laboratory tests of group interactions or to activities involving deceit or manipulation of beliefs); *or*  b. Observation of public behavior where identifiers are not recorded by the Investigator or there is neither a risk of harm to subjects nor observation of sensitive aspects of the subjects' own behavior.  **3.** Research involves the use of educational tests, surveys, interviews, or observation of public behavior that is not exempt under the above category if:  a. subjects are elected or appointed public officials or candidates for public office;  b. 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 involves only:  a. the collection or study of existing data, documents, records, pathological or diagnostic specimens, where publicly available; or  b. the information is private but identifiers are not recorded by the Investigator. |
| Part 2 Please complete the following Exempt Justification Statement: I believe my research qualifies for exempt status under one or more categories indicated above, for the following reason(s): |

**Description of Project**

Briefly describe the project (in language understandable to the lay reader) and the procedures to be used in the research. Indicate whether any of these procedures have been approved by GLSEN’s RERC in the past. If the project is being carried out in the context of a course, briefly describe the educational objective of the research exercise. Attach any questionnaires, consent forms or other relevant materials used in the study to this application form.

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| **1. Purpose of Study: Briefly state the purpose of the proposed research, clearly stating the research question(s) the study is attempting to address. Your explanation must be clear to those unfamiliar with your field. References are not necessary.** |
| **2. Subject Selection and Recruitment**:   1. What is the expected sample size? 2. What are your criteria for inclusion of potential subjects (e.g., age range, country of birth, membership in a particular organization)? 3. What are the criteria for subject exclusion?      1. How will investigators identify potential subjects (how will they know whom to recruit)? 2. Where and how will potential subjects be informed of the opportunity to participate? (Include copies of recruitment letters, flyer, or advertisements, and/or a copy of the oral and written statements to be used at the time of subjects.) |

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| **Human Subject Information** |
| **Number of subjects expected to participate**:  **Briefly describe any foreseeable risks or discomforts and discuss attempts to minimize such risk to subjects**:  **How and where will recruitment of subjects take place?**  **Describe procedures used to maintain confidentiality of responses**:  **Describe procedures used to protect anonymity of data**:  **Are any vulnerable populations to be recruited for this project?** (Check all that apply.)  Children (under 18 years of age) Prisoners Pregnant Women  If children, please specify age range:  **Will subjects be compensated?** Yes  No  **Is Investigator requesting waiver of documentation of informed consent?**  Yes  No:  If yes, explain:  **If subjects are children, is Investigator requesting waiver of documentation of parental consent?**  Yes  No  If yes, explain:  **Is Investigator requesting waiver of any of the elements of informed consent?** (see checklist on the following page)  Yes  No  If yes, check appropriate boxes for waiver requested:  (#5) This proposal does NOT involve more than minimal risk, so basic   element #5 (see next page) does not apply.    **Will the project involve more than minimal risk to the participants (i.e., risk greater than that of everyday life)?** Yes  No  **Is the application for a Pilot Study?** Yes  No |

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| **Consent Form Checklist** | |
| *Check boxes on the left to certify that each element of informed consent is contained in the consent form (or oral consent briefing, if a waiver of documentation is requested). The text in the right column (except that in brackets) comes directly from the federal regulations (45CFR46.116(a) and (b)).* ***If you do not check all boxes in section a (basic elements), you must request a waiver of informed consent elements on the previous page of this proposal form.***  **NOTE: We are asking for a waiver of consent documentation and the survey will contain a written consent briefing that will contain the elements of informed consent checked below.** | |
| (a) Basic elements of informed consent. | |
|  | (1) A statement that the study involves research, |
|  | an explanation of the purposes of the research, and |
|  | the expected duration of the subject’s participation, and |
|  | a description of the procedures to be followed, and |
|  | identification of any procedures which are experimental; |
|  | (2) A description of any reasonably foreseeable risks or discomforts to the subject; |
|  | (3) A description of any benefits to the subject or to others which may reasonably be expected from the research; |
|  | (4) A statement describing the extent, if any, to which confidentiality of records identifying the subject will be maintained; |
|  | (5) For research involving more than minimal risk, an explanation as to whether any com­pen­sation and an explanation as to whether any medical treatments are available if injury occurs and, if so, what they consist of, or where further information may be obtained; |
|  | (6) An explanation of whom to contact for answers to pertinent questions about the research and research subjects’ rights. [Suggested text: *If you have further questions about the research or your rights as a research participant, please contact (your name and contact information). You may also address any concerns to Madelaine Adelman, chairperson of GLSEN’s Research Ethics Review Committee (a committee with oversight over human subject research).*] |
|  | (7) A statement that participation is voluntary, refusal to participate will involve no penalty or loss of benefits to which the subject is otherwise entitled, and the subject may discontinue participation at any time without penalty or loss of benefits to which the subject is otherwise entitled. |

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| **Assurances** |
| List all collaborating agencies:    If the research involves a cooperating agency, institution, school district, etc., a letter of agreement to participate in the research (on letterhead) is required. If the cooperating agency has an IRB, a copy of that agency's IRB approval is required.  List all independent investigators (investigators that are not affiliated with GLSEN).     Researchers collaborating with independent investigators who are not affiliated with GLSEN must sign a formal written agreement of commitment to follow the human subject protection policies of this Institution.  Investigator’s Agreement:  I agree to use procedures with respect to safeguarding human subjects in this activity that conform to federal, state, local, and GLSEN policy. If significant change in the investigative procedure involving human subjects is called for during the activity covered by this application, I shall seek prior approval for such change from the RERC and agree to follow the advice of the RERC. If this activity is a continuation or renewal of an ongoing program, I affirm that the procedures followed during the current period conform to this policy. Any unanticipated problems involving risks to human subjects or others will be reported to the RERC immediately.  *Signature:* date:  Principal Investigator or Sponsor  *Signature:* date:  Principal Investigator or Sponsor  *Signature:* date:  Principal Investigator or Sponsor  *Signature:* date:  Principal Investigator or Sponsor |