## REQUEST FOR IRB REVIEW OF

**USE OF HUMAN PARTICIPANTS IN RESEARCH**

**For use by IRB Administrator only:**

**Proposal No:** **Date Received:** **Initials:       Notification sent:**

**Instructions (If you need help email** [**IRB@kenyon.edu**](mailto:irb@kenyon.edu) **)**

1. **SAVE this file to your own computer files. DO NOT alter the .docx format. DO NOT share in Google Drive! (Google drive destroys the format) DO NOT turn into a .pdf.**
2. **Fill out,** (use tab key to navigate) **save; send a copy to all appropriate parties. A signed copy of the assurance page should be sent in hard copy to: IRB Administrator, Bailey House, Kenyon College, Gambier OH 43022, in campus mail or U.S. mail.** (Or hand deliver)
3. **Send a completed copy of your application and all supporting materials as MS Word files via email to the** [**IRB Administrator**](mailto:peelle@kenyon.edu?subject=IRB%20Application) **(Review cannot begin until the IRB Administrator has received all materials in the required formats.) supporting materials can be in other formats** *Attach a copy of all surveys, instruments, interview questions, focus group questions etc.* **paperclip4apps**

**Remember to sign the assurance form before submitting. *(Students will also need to have their faculty supervisor’s signature.)* To ensure expeditious review of this project, please be as specific and complete as possible in your responses, and provide all necessary supporting materials (e.g., consent forms, surveys, interview scripts).**

**Today’s Date:** **Department/Course No:**

**Principal Investigator (PI):** **PI Phone #:       PI Email:**

**List all other Investigators/team members on this project; anyone who will interact with subjects, take part in the consent process, data analysis, etc. (Names and Email):**

**If Principal Investigator is a student:**

**Name of faculty supervisor:** **Email:**

(Note: the faculty supervisor’s signature must appear at the end of this form.)

**Project Title:**

**Project involves:**

**Faculty research**

**Student research in fulfillment of a course requirement**

**Independently conducted student research**

**Other** (specify)

**Anticipated Start Date:** **mm/dd/yyyy Anticipated End Date:** **mm/dd/yyyy  
\*NOTE: Beginning date cannot predate IRB approval date.**

**NO RESEARCH may be done before IRB Approval of your protocol**

**A. NATURE OF THE PROJECT**

**A1. Briefly describe your research project and explain why it is of interest.** What are the study objectives? What research, if any, has been done in this area and how does it inform your project? Why is this research important? How is this study different, novel, or unique from earlier research in this area? How will this project contribute to the discipline and society? How do the benefits of the research justify any possible risks that might be incurred by the participants in the study?

**Enter Text:**

**A2. Has or will this project be submitted to a funding agency? If so will the agency require a letter of approval or exemption or a** [**45 CFR 46.118 designation**](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=83cd09e1c0f5c6937cd9d7513160fc3f&pitd=20180719&n=pt45.1.46&r=PART&ty=HTML#se45.1.46_1118)**?   
Enter Text:**

**A3. Specify the procedures that will be used in the study.**

Your description should include **(a)** a description of your methods, including rational for the method/s, details of data collection including how you will record the information: if you use a data sheet, include the sheet (If multiple experiments are to be done, describe each separately. Include all interventions, experimental manipulations, data collection procedures, and measurements); **(b)** a description of how you will recruit your subjects; **(c)** all verbal/written statements that will be made to participants, particularly any statements that might be misleading or deceptive, as well as statements during the debriefing period; and **(d)** all written materials, including questionnaires, surveys, or tests, to be given to or served online to participants during the course of the study. If your methods involve conducting “open ended” interviews or focus groups, you should submit an outline of the areas you will cover and basic questions that will be asked to guide the subjects. (All supporting materials should be sent as MS Word files via email to [IRB@kenyon.edu](mailto:IRB@kenyon.edu) at the same time you submit the application. **paperclip4apps**)

**Enter Text:**

**A4. Where will your research take place? (geographic location and/or performance site)** If outside the U.S., please provide the rationale for this study qualifying as “no greater than minimal risk to subjects” within the local context, addressing any pertinent local cultural/social/political conditions (e.g., civil unrest). In your response, explain how you will identify and minimize any risks posed to subjects, especially those risks in areas such as confidentiality or coercion that are particular to the local research context. Projects dealing with advocacy, history, minorities, politics, religion, refugees, roots or sexuality may not be welcome in the host country. See International Research for information. **Students should have a resource person in the country where the research will be carried out.**

**Enter Text:**

**A5. This study uses the following data collection methods: check all that apply  
 Paper Survey  Online Survey**  **Phone Survey** **Social Networking Sites   
 Data collected using other communication/electronic devices (e.g., cell phones, pagers and texting devices)**

**Cognitive or behavioral measures, including daily diaries (Note- if surveys will also be administered, please select the appropriate option/s above.)  
 Unobtrusive, Non-participant Observation  Participant Observation see** [**http://documents.kenyon.edu/provost/irb.observationresearch.docx**](http://documents.kenyon.edu/provost/irb.observationresearch.docx) **Remote**  **Audio or  Video observation (no interaction)**

**Interview (not audio/video recorded)  Interview ( audio/  video recorded)  
 Focus Group (not audio/video recorded)  Focus Group ( audio/  video recorded)  
 Anthropometric measures (e.g., height, weight, waist circumference, etc.)**

**Self health monitoring (e.g., pedometers, food diaries, etc.)**

**other:**

**other:**

**A6. If your project includes an online survey, please describe** the security of survey software being used and **include a preview link** to the survey. If the survey link is not yet available, it must be sent to the IRB Administrator before the proposal can be reviewed and approved. You may contact Ms. Erika Farfan, Director of Institutional Research for help with online surveys. 5571; ([Farfan@kenyon.edu](mailto:Farfan@kenyon.edu).)   
Qualtirics, Survey Monkey, SurveyGizmo, others.

**Describe the survey software and the security it offers:**      

**\*Enter Survey Link:**       **(preview mode works best for IRB review)**

**\*If you are using M-Turk (Mechanical Turk) or other internet marketplace (there are many) to recruit and pay subjects, please provide information on how you are setting up the parameters of data collection as well as a plan for how you will address and remediate any worker complaints.**

**Enter Text:**      

**A7. If your project is unobtrusive observation**, describe what behaviors/interactions you will be observing and how you will record the data. If applicable, submit the data sheet/instrument.

**Enter Text:**

**A8. The anticipated product of this research project is: (**check any that might apply)

Course paper  Web page  Public presentation

Honors thesis  Journal article/Book  other:        
**Any additional use/presentation of the research that is not listed here will require an amendment request to the IRB.**

**B. PI TRAINING**

**B1. All Kenyon College researchers** involved with Human Subjects research must complete one of the prescribed, [CITI](http://www.kenyon.edu/directories/offices-services/office-of-the-provost/conducting-research-at-kenyon/citi-programs-for-research-education/) online training courses. (all CITI completion records are automatically sent to the IRB Administrator) If you are confused about which course or learner group to sign up for, see [CITI](http://www.kenyon.edu/directories/offices-services/office-of-the-provost/conducting-research-at-kenyon/citi-programs-for-research-education/)   
You want the Human Subjects curriculum.  
 I have successfully completed a CITI **Human Subjects** course. Certificate #**:**         
 All other members of my research team have completed a CITI course.

**B2. If you are a student**, please describe your training and preparation for this project   
**a.** **Training** (e.g., a methods course, work on previous research projects)   
**Enter Text:**        
**b.** **Preparation** (e.g., literature search, annotated bibliography, other)   
**Enter Text:**       (or send your bibliography as an email attachment**paperclip4apps**)

**B3. Please describe how you will train your research team members.   
Enter Text:**

**C. PARTICIPANT POPULATION**

**C1. Type of participants** (check all applicable):

**Adults**

**Minors** (under 18 yrs. old) **You must have an assent process in addition to parental consent for studies that are not eligible for exemption.**

**Kenyon Students:** (check all classes that apply) **CAUTION: some students may not be 18 years old and may not participate in some kinds of research without parental consent. Plan consent and assent procedures or your consent form should say “you must be 18 to participate.” You may ask/argue for a waiver of consent depending on the research. See E.5.**

**1st yr.**  **Soph.**   **Jr.**   **Sr.**

**Persons with mental health or mental illness concerns, intellectual or development disability, substance abuse disorder or other mental/psychological condition that might affect a person’s ability to consent.** (specify:      )

**Special minority groups:** (specify:      )

**Other:** (specify:      )

**C2. Explain the inclusion/exclusion of particular groups** (e.g. sex/gender, race, age religion, etc.)

**Enter Text:**

**C3. Institutional Affiliation:**

**Please note:** Research involving off-campus institutions such as hospitals, schools, prisons, or other social service agencies requires approval from that institution’s IRB or comparable research review board or an agency official. **Documentation of approval from external agencies is required.**

**Kenyon Administrative or Departmental Office** (specify:      )\*

**No institutional affiliation outside of Kenyon College is involved**

**Schools** (specify:      )\*

**Hospitals** (specify:      )\*

**Other** (specify:      )\*

\*Please describe who you are working with (name, contact info) within the organization/agency/department. Describe any procedures or review process that you have been asked to follow. (Send a signed copy of permission/approval along with this application***paperclip4apps***)

**Enter Text:**

**C4. Estimated number of participants:**         
Why is this an adequate sample size?  
**Enter Text:**

**C5.** **How will the participants be solicited or contacted** (e.g., ads, telephone, letter, announcements made in courses, SONA, M-TURK, etc.)?   
**Enter Text:**       or *Attach a copy* **paperclip4apps**

Include all materials, texts, scripts, SONA announcement) that will used with subjects with your application.

**C6. Will any subjects need to have documents** (invitation, recruitment, consent, directions) **or verbal interactions translated?**

Yes  No (If yes, please explain who will translate?)

**Enter Text:**

Email copies of all translated materials that will used with subjects with your application **paperclip4apps**

**C7.** **Will any inducements (e.g., money, course credit, gift card, etc.) be offered to the Participants? (see PARTICIPANT PAYMENT INSTRUCTIONS on the** [**IRB forms page**](https://www.kenyon.edu/offices-and-services/office-of-the-provost/grants-fellowships/institutional-research-compliance/institutional-review-board-irb/irb-forms/)**)** **Yes**  **No** (**If yes**, please explain the nature and amount of inducement and **how** any monetary/gift cards are being funded i.e. department funds, NSF, student research fund)

**Enter Text:**

**\*Funding Source**

**C8. How long will it take a subject to complete all study procedures?**

**(**15 min, 2 hours, etc.) Be specific.

**Enter Text:**      

**D. RISKS and BENEFITS see** [**Assessing Risks and Benefits**](http://www.kenyon.edu/directories/offices-services/office-of-the-provost/conducting-research-at-kenyon/institutional-research-board-irb/information-for-researchers/assessing-risks-and-benefits/)(there are rarely no risks; the risks may be of little consequence, such as boredom, slight inconvenience, etc. If there is no potential for benefit to the subject or society, then the research should not take place)  
   
 **D1.** **Will the participants incur any psychological, social, physical, or legal risk?** (This includes any psychological distress associated with experimental manipulations)   
  Yes  No (If yes, please explain the nature of the risk)

**Enter Text:**

**D2. Will the participants be deceived or misled in any way?**   Yes  No (If yes, please explain the nature of the deception)

**Enter Text:**      

**D3. Will there be any probing (either verbal or in written form) for information that participants might consider to be personal or sensitive?**  Yes  No (If yes, please explain the nature of the information)   
 **Enter Text:**

**D4.** **Will participants be presented with materials, or be exposed to social interactions, that they might consider to be offensive, threatening, or degrading?**  
 Yes  No (If yes, please explain the nature of the materials or social interactions)   
**Enter Text:**

**D5.** **Will participants be audio/video recorded, filmed, or photographed?**  
 Yes  No (If yes, please describe the device and/or program and how/when these records will be used, protected, archived or destroyed)   
**Enter Text:**

***In your consent process/documents****, you must include a statement that recording/photographic devices will be used, if applicable. You must also state what will be done with the recordings/pictures upon completion of the study (published, destroyed, erased, archived, kept for future studies, etc.). Please provide a separate line on the consent form for the subjects to agree to be photographed, filmed or recorded.*

**D6. If you answered “YES”** to any of the questions in this section, please explain how you will minimize any risks. Include a description of the Data Protection methods/programs that will be used.   
**Enter Text:**

**D7.** **How might a subject benefit from participating in this research?**

**Enter Text:**

**E. VOLUNTARY PARTICIPATION/INFORMED CONSENT**

(**NOTE**: The questions in this section **do not apply** to **unobtrusive** observation **of public behavior.**)

**E1.** **What steps will be taken to insure that participation is voluntary?** (Be sure to provide the script for information provided by research personnel or written materials to be given to the participant.)

**Enter Text:**       or *Attach a copy*

**E2.** **What information about the study will be provided to potential participants?** (If it is necessary to obtain participation without informing participants of the true nature of the study, include a script for information to be provided by research personnel or written material to be given to participants. If participants are to be debriefed after participating, include debriefing script or materials.)

**Enter Text:**       or *Attach a copy*

**E3.**  **If research involves participant observation, how will the researcher’s role be explained to other participants in observed activities?   
Enter Text:**

**E4. Describe any relationship between researcher and participants, such as: teacher/student; superintendent/principal/teacher; employer/employee. If such a relationship exists, how will it affect the participant's ability to take part voluntarily and how will the principal investigator handle it?  
Enter Text:**

**E5.** **Will a written consent form be used?**   Yes  No (**If no, provide justification and ask for a waiver of consent. Consult** [**Waiver or Alteration of Informed Consent**](http://documents.kenyon.edu/provost/irb_consent_waiver_basics.doc) **for more information.**)  
**Enter Text: I request a waiver** or alteration of consent or documentation of because:

*Federal law requires that, except in special circumstances, informed consent must be obtained. In brief, consent forms must include (1) a statement explaining the purpose, procedures, and duration of the project (2) a description of benefits to the participant and others (3) a statement describing the manner in which confidentiality will be maintained (4) a statement of any risks involved (5) contact information should questions arise in the future, and (6) a statement that participation is completely voluntary.*

**Include a copy of the consent form, or alternate information form/text if you have requested a waiver, with your application. The form you submit should be the exact form that you will use with your subjects.paperclip4apps**

**If a consent form is not to be used**, the researcher must provide a justification, for instance in the case of web-based surveys where consent can be implied by participants accessing a web-site. In addition, researchers must provide participants with contact information for a person affiliated with the project and for the IRB committee (usually the IRB administrator) should questions arise. Include the following: **"Should you have questions regarding your rights as a research participant, please contact the Kenyon College Institutional Review Board, Bailey House, Gambier, OH 43022 email:** [**IRB@kenyon.edu**](mailto:IRB@kenyon.edu) **."**

**(Sample consent forms may be viewed and downloaded from the** [**Kenyon College IRB forms web page**](https://www.kenyon.edu/offices-and-services/office-of-the-provost/grants-fellowships/institutional-research-compliance/institutional-review-board-irb/irb-forms/)**. Be sure to provide a copy of your consent form with your application. The form you submit should be the exact form that you will use with your subjects. If you will not use a consent form, please provide a justification.)**

**E6.** **If participants are minors (under 18), will parents’ or guardians’ consent be obtained?  
 Yes**  **No  N/A** (If **NO**, please explain; if **YES**, include a copy of the **consent** and A**ssent** forms with the application.)   
The copy you **send** the IRB should be the **exact** copy you will use with parents/guardians.

**Enter Text:**       *Attach a copy* **paperclip4apps**

**E7. Will subjects be**  Recorded ( audio video  film) (check all that apply)

Photographed

If Yes, please explain how/when these records will be used, protected, archived or destroyed.

**Enter Text:**

If Yes, where will the recordings/photography sessions take place?   
**Enter Text:**

***In your consent process****, you must include a statement that recording/photographic devices will be used, if applicable. You must also state what will be done with the recordings/pictures upon completion of the study (destroyed, erased, archived, kept for future studies, etc.). Please provide a separate line on the consent form for the subjects to agree to be photographed or recorded.*

**F. CONFIDENTIALITY**

**F1.** **Will data be collected that identifies individuals or that will be recorded in a way that allows observations to be linked to individuals?** (Too many demographic data points may allow unintended identification of subjects.)

Yes  No (If yes, please explain the nature of the information and the manner in which it will be disseminated)   
**Enter Text:**

\*Indicate the types of demographic data that will be collected:

Names of people  Gender/Gender Ident.  Race

Ethnicity  Marital status  Social security number

Age/Date of Birth  Religious Affiliation  Addresses

Phone/Fax #s  Email/URL/IP  Names of employers

Types of employees  Job title  Income

Religious Affiliation  Education(school, major, etc.)  Membership (team, group, club, political party, etc.)  
 Other unique information (explain):

Other Identifiable Personal Information may include (Social Media Usernames or Handles, Dates (of graduation, arrest, marriage), Student #s, License/Certificate #s, Account #s, Vehicle/Serial/Device #s, Facial Photographs or Images, Biometric Identifiers, including Voice and Fingerprints, Household Composition, # of Children, Place of Birth,Place of Work) Collect only the information you will use.

**F2.** **Will any personal data be drawn from institutional files or archives (e.g., school files)?**

Yes  No (If yes, explain the source and nature of such data; who will give you permission and access to these records?)

**Enter Text:**

**F3.** **Who will have access to raw data?** (PI, FA, staff, public, publisher, funder)

**Enter Text:**

**F4.** **What steps will be taken to insure confidentiality of personal data?** (Be specific. Will research personnel (including students) be informed of their responsibilities in maintaining confidentiality? How will confidentiality be preserved as data are collected, stored, analyzed and published? When will data identifying individual participants be destroyed?)

**Enter Text:**

**G. DATA STORAGE/DISPOSITION**

**G1. Describe how you will keep your data secure and maintain confidentiality during the course of your project:   
Enter Text:**      

**G2. Describe how you will ultimately dispose of your data (notes, drafts, lists of subjects, photographic records, tapes, computer disks, etc.) after you have completed your research (e.g. shredding, burning) (please note that all research records must be maintained for at least three years after the completion of the research, including consent forms, flyers, etc.). If you do not plan to destroy research data, please provide a justification for maintaining the data for an indefinite period of time and how you will ensure confidentiality:**

**Enter Text:**

**H. LEVEL OF REVIEW** (To be answered by applicant: see [Review Categories](https://www.kenyon.edu/offices-and-services/office-of-the-provost/grants-fellowships/institutional-research-compliance/institutional-review-board-irb/review-categories/) or for help)

**I believe this protocol should be reviewed as:**

**Exempt (from further review) per** [**45CFR46.104 (d)**](https://www.ecfr.gov/cgi-bin/text-idx?SID=a16845d1b50dab3f179fb6a5ec4a8d6b&mc=true&node=pt45.1.46&rgn=div5#se45.1.46_1104)

(1) Research conducted in established or commonly accepted educational settings, , that specifically involves normal educational practices that are not likely to adversely impact students' opportunity to learn required educational content or the assessment of educators who provide instruction. (subjects may be under 18)  
 (2) Research that only includes interactions involving educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior (including visual or auditory recording) if at least one of the following criteria is met:

(i) The information obtained is recorded by the investigator in such a manner that the identity of the human subjects cannot readily be ascertained, directly or through identifiers linked to the subjects;

(ii) Any disclosure of the human subjects' responses outside the research would not reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, educational advancement, or reputation; (subjects may be under 18 if PIs not involved in observation/activity) or

(iii) The information obtained is recorded by the investigator in such a manner that the identity of the human subjects can readily be ascertained, directly or through identifiers linked to the subjects, and an IRB conducts a **limited IRB review** to make the determination required by Sec. \_\_.111(a)(7). (subjects must be adults)  
 (3) Benign Behavioral Research (adults) check criteria [**45CFR46.104 (d)**](https://www.ecfr.gov/cgi-bin/text-idx?SID=a16845d1b50dab3f179fb6a5ec4a8d6b&mc=true&node=pt45.1.46&rgn=div5#se45.1.46_1104) **3 (i)-(iii)**

(4) Secondary research for which consent is not required: Secondary research uses of identifiable private information or identifiable biospecimens, if at least one of the following criteria is met: (subjects may be under 18) check criteria

(5) Research and demonstration projects that are conducted or supported by a Federal department or agency….  
 (6) Taste and food quality evaluation and consumer acceptance studies (FDA, EPA, Dept. Agric. Safety levels)  
 other **Explain:**

**Expedited Category : see** [**categories list**](https://www.kenyon.edu/offices-and-services/office-of-the-provost/grants-fellowships/institutional-research-compliance/institutional-review-board-irb/review-categories/) **(Must be Minimal Risk) #s 4-8 most likely for Kenyon Research**

1. Clinical studies

2. Collection of blood samples by finger stick, etc.

3. Prospective collection of biological specimens for research purposes by noninvasive means.

**4. Collection of data through noninvasive procedures**

**5. Research involving materials (data, documents, records, or specimens) that have been collected, or will be collected solely for non-research purposes**

**6. Collection of data from voice, video, digital, or image recordings made for research purposes.**

**7. Research on individual or group characteristics or behavior**

**8. Continuing review of research previously approved by the convened IRB**

9. Continuing review of research, not conducted under an investigational new drug application  
**Comment:**      

**Full Board\***

**A full board review is required for research that is not eligible for exempt or expedited review. In short, research that is determined to involve more than minimal risk, or involves protected populations such as children, prisoners, or disabled individuals, must undergo a full board review.  
  
Reason: because**

**\*Protocols requiring a Full Board review must be received by the IRB at least 2 weeks before the next scheduled IRB meeting. contact** [**IRB**](mailto:IRB@kenyon.edu)**.**

**SAVE NOW! (Do NOT save as a .pdf or in your google drive, it must be in its original .docx format.)**

**Send the saved application and** **any/all additional documents as email attachments   
 to IRB@kenyon.edu**

* **The IRB Administrator will send you an email acknowledging receipt. If you do not receive the acknowledgement within 3 working days, contact the IRB Administrator, 5748 or IRB@kenyon.edu.**
* **Please remember to keep copies of all materials submitted to the IRB.**

**Submit a signed hard copy of the assurance page to:   
IRB Administrator, Bailey House, Kenyon College, Gambier OH 43022, in campus mail or U.S. mail.** (Or hand deliver) If you are off campus you may send a .pdf to [IRB@kenyon.edu](file:///C:\Users\peelle\Downloads\IRB@kenyon.edu).

**The IRB review will not begin until this document has been received.**

**Students:** This means that you need to provide your faculty advisor with a copy of your application materials well in advance of submission. Ask if they would prefer to receive your work as electronic files or in hard copy.

# If you need help email [IRB@kenyon.edu](mailto:IRB@kenyon.edu)

# Continue to next page (use tab)

Please make a hard copy of this page and collect the required signatures. Deliver to Bailey House.

# I. ASSURANCE STATEMENT

I confirm that the procedures described above are accurate and will be followed in the course of the research project. I will notify the IRB of any changes to procedures and if unanticipated problems arise during the research process.

^Signature of Researcher**\*** ^ Date

Type or Print Researcher’s Name**\***       \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type or Print Project Title**\***       \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*Student PIs:** This form must be reviewed and signed below by your faculty supervisor as well as the Chair of your Department/Program   
**\*Faculty PIs:**  This form must be reviewed and signed below by the Chair of your Department/Program.

**\*Admin./Staff PIs:** This form must be reviewed and signed below by the head of your administrative division.

**\*\*\*All who sign this document must have completed the required CITI Human Subjects Protections training course!!!!** [**CITI Programs**](http://www.kenyon.edu/directories/offices-services/office-of-the-provost/conducting-research-at-kenyon/citi-programs-for-research-education/)

**\*\*Faculty Supervisors/Advisors are signing that they have performed the duties listed HERE:** [**Faculty Advisors**](http://www.kenyon.edu/directories/offices-services/office-of-the-provost/conducting-research-at-kenyon/institutional-research-board-irb/duties-of-the-principal-investigator-pi-departmentprogram-chair-division-head-faculty-advisors/)

**^** Signature of Faculty Supervisor**\*\*** **^** Date

Type or Print Name       \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
**CITI completion report ID#**       \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**I agree with the PIs answer to** **H**.\* (level of review)  yes  no if no, suggest a level. see [Review Categories](https://www.kenyon.edu/offices-and-services/office-of-the-provost/grants-fellowships/institutional-research-compliance/institutional-review-board-irb/review-categories/) Category       \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*\*Department/Program Chairs and Administrative Division Heads:** your signature indicates that you have reviewed this Proposal for Research Involving Human Subjects and have found the application complete and accurate. After signing, please check the box below that best describes the level of IRB review that this proposal should undergo according to [Review Categories](https://www.kenyon.edu/offices-and-services/office-of-the-provost/grants-fellowships/institutional-research-compliance/institutional-review-board-irb/review-categories/).

**^**Signature of Department/Program Chair **^** Date

or Administrative Division Head\*\*\* or Designated Department Reviewer

Type or Print Name       \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
**CITI completion report ID#**       \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This proposal should be considered exempt from further review.

This proposal should be considered for an expedited review.

This proposal should be given a full board review.

**PI’s should keep copies of all materials submitted with this application.**