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| This is a new Exempt category, effective January 2019. It is recommended that you contact askirb@pitt.edu to determine whether your study meets the exempt criteria for this new category.  |
| **Always ensure that you have reviewed the most current guidance** for this category on the [HRPO website](http://www.hrpo.pitt.edu) (see “Exempt” review) and that you are using the most current version of this exempt form. |
|  |
| Name of Principal Investigator:  |
| Study Title:  |
| Study Number: STUDY |
|  |
| 1. Will any information from this project be submitted to the Food and Drug Administration (FDA)? If Yes,  and contact us at askirb@pitt.edu for assistance.
 | [ ]  Yes [ ]  No |
| 1. Does this study involve a behavioral intervention?

If No,. See Exempt guidance on HRPO website and contact us at askirb@pitt.edu. | [ ]  Yes [ ]  No |
| 1. Is this intervention benign? Interaction/intervention must be brief in duration, harmless, painless, not physically invasive and not likely to have significant adverse lasting impact on subjects.
* If No,. See Exempt guidance on HRPO website and contact us at askirb@pitt.edu.
* If Yes, explain:
 | [ ]  Yes [ ]  No |
| 1. Will participants under 18 years of age be studied?

If Yes,  and contact us at askirb@pitt.edu for assistance. | [ ]  Yes [ ]  No |
| 1. Will information be recorded anonymously (no participant identifiers or codes that can be used to re-identify subjects will be recorded)?

If No, provide a justification for recording identifiers:       | [ ]  Yes [ ]  No |
| 1. Will information be recorded that could damage participants’ reputation or employability, financial standing, educational advancement, etc. or place them at risk for criminal or civil liability (e.g., sensitive information?)

If Yes,  and contact us at askirb@pitt.edu for assistance. | [ ]  Yes [ ]  No |
| 1. Is it possible that the topic of the investigation or content of research activities may be offensive or embarrassing to the subjects?

 If Yes, provide information:       | [ ]  Yes [ ]  No |
| 1. Does this study involve any deception and/or withholding of information about the nature of the study?If Yes, Explain how subjects will be informed in advance that this study involves a planned deception (Required). (Typically, this information is provided in the required Introductory Script, to be uploaded on the Recruitment Methods page, item 5.)

\*Ensure that you have selected Deception on the Study Scope page item 5 of PittPRO\*An [Introductory Script Sample](http://www.hrpo.pitt.edu/guidance#i) is available on the HRPO website. \*Note that it is recommended to inform subjects in advance if they will not receive a debriefing explaining the deception.  | [ ]  Yes [ ]  No |
| Additional information, clarification, or comments for IRB review:  |

Reminders:

* After completing this document, save it to your computer and then upload into PittPRO, **Basic Information page, item 8**.
* For External (non Pitt/UPMC) sites, upload site permission letters in PittPRO, **on the Research Sites page, select “External Sites/Other, and attach the permission letter in item 2.**
* If applicable, upload the introductory script in PittPRO, **on the Recruitment Methods page, item 5.**
* Upload all interview questions, questionnaires/surveys, focus groups guides, etc. into PittPRO, **on the Research Activities page, item 2.**
* If applicable, upload the debriefing script in PittPRO, **on the Supporting Documents page.**
* If data will come from, or will be sent to, another institution, you must consult with the University of Pittsburgh [Office of Research](http://www.research.pitt.edu/) regarding any necessary transfer agreements.
	+ If you intend to share electronic data, this must be addressed in PittPRO, **Electronic Data Management page**.
	+ If you intend to share data in a paper format, this must be addressed in PittPRO, **Data Safety and Monitoring page**.