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| --- |
| Family Education Rights and Privacy Act ([FERPA](https://www2.ed.gov/policy/gen/reg/ferpa/index.html)) protects the privacy of student education records and applies to all schools that receive U.S. Department of Education funds. FERPA applies when student educational records are used for research. FERPA requires signed permission when ***identifiable*** information from student records is released to anyone who did **NOT** already have legitimate access. Additional information is available in the [A-Z Guidance](http://www.irb.pitt.edu/guidance#f) section of the HRPO website. |
| **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 the study be conducted in a commonly accepted educational setting? If No,as your project does not meet criteria for this exempt category. Contact us at askirb@pitt.edu.
 | [ ]  Yes [ ]  No |
| 1. Will the study involve normal educational practices (examples include: (i) research on regular or special education instructional activities, or (ii) research on the effectiveness of, or comparisons among, instructional techniques, curricula, or classroom management methods)?

If No, as your project does not meet criteria for this exempt category. Contact us at askirb@pitt.edu. | [ ]  Yes [ ]  No |
| 1. Will sensitive 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? If Yes, describe the sensitive data that will be collected and justify the need for this data:
 | [ ]  Yes [ ]  No |
| 1. Will identifiable information be obtained from student education records?

If Yes, address the following:1. What information will be obtained from the records?
2. Who will obtain the information?
3. Does the individual obtaining the information have legitimate access (e.g., student’s teacher) to the records?[ ]  Yes [ ]  No

If yes, explain access to educational records:      1. Will the identifiable records obtained be released to anyone who did NOT already have legitimate access?[ ]  Yes [ ]  No

If Yes, describe how signed permission will be obtained from the adult student or the parent of a child:       | [ ]  Yes [ ]  No |
| 1. Will children be studied?

If Yes, address the following:1. Provide a rationale for the specific age ranges of the children to be studied:
2. Describe the expertise of the study team for conducting research with children within this age range:
3. Describe the adequacy of the research facilities to accommodate children of this age range:
4. If applicable, how will parents be informed or involved in this project?
 | [ ]  Yes [ ]  No |
| 1. At what educational site(s) will this research be conducted?
 |  |
| 1. On what basis was this particular educational environment selected?
 |  |
| 1. Who has issued permission to provide access to the proposed research site(s)?

If applicable, upload copies of letters of permission in PittPRO, on the Research Sites page, select “External Sites/Other, and attach the permission letter in item 2  |  |
| 1. Describe how the study will be introduced to participants?

If not introduced to participants, explain why:      If applicable, upload the introductory script in PittPRO, on the Recruitment Methods page, item 5. An [Introductory Script Sample](http://www.hrpo.pitt.edu/guidance#i) is available on the HRPO website. |  |
| 1. Who will collect the data and what is their position within the educational setting?
 |  |
| 1. Will research participation impact the course grade?

If yes, how?  | [ ]  Yes [ ]  No |
| 1. Are changes or additions being made to the current curriculum for all or some of the subjects?

If yes, describe the changes: If yes, explain the expected impact of any changes/additions on all student participants’ opportunity to learn the required material. Include any possible adverse impact:  | [ ]  Yes [ ]  No |
| 1. Could participation in this study adversely impact the assessment of educations who provide instruction?

If yes, explain:  | [ ]  Yes [ ]  No [ ]  Not applicable |
| 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 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**.