# Appendix A-I

### “No Review” Application Form

If your research involves no human subjects[[1]](#footnote-1), please complete this form. Completed forms must be submitted to the Institutional Review Board (IRB) for final decision regarding determination of a "no review” status.

SECTION A

|  |  |
| --- | --- |
| Project Title: |  |
| Principal Investigator (PI): | Name: |  | School: |  |
| Title: |  | Department: |  |
| Telephone: |  | Email:  |  |

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| --- |
| List all Co-Investigators below, including those from other institutions: |
| Name | Responsibility on Research Project | Designation | University/ School | Email |
| 1.  |  |  |  |  |
| 2.  |  |  |  |  |
| 3.  |  |  |  |  |

SECTION B - Project funding, purpose and research design

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| 1. Current or planned funding source (internal or external) |
| Is project funding sought/achieved? | [ ]  Yes (provide the information below) [ ]  No |
| PI of Grant or Contract: |  |
|  |  |
| Funding Source: |  |
| Time period of Grant Funding: |  |

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| **2. Possible conflict of interest**  |
| Will members of the research team have financial interest in, receive personal compensation from, or hold a position in an industry sponsoring this project or otherwise have a potential conflict of interest regarding the conduct of this project?  |
| [ ]  Yes (Provide the information below) [ ]  No |
| If yes, please provide details:       |

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| **3. Purpose of Research Project**Provide a brief summary below (i.e. maximum 300 words) of the purpose of the project in general terms, including background information as necessary, research question(s), and importantly, an explanation of why this research is needed. NOTE that a guiding ethical principle for research includes ‘non-maleficence’, or the duty to prevent unnecessary risks of harm for subjects, and the verification that their participation in research must be essential to achieving scientifically or socially important aims. Human subjects research must be justified by its potential benefits, including (but not limited to) its contribution to knowledge, improving social welfare and individual wellbeing. |
| Please provide summary:       |

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| **4. Description of the research design, methods and procedures** (A copy of all data collection instruments must be attached with this application)Provide a description below of the research design (including steps and methodology), what kinds of data will be collected, details on the primary outcome measurements, and follow-up procedures or actions anticipated.  Note: It must be designed or developed using methods appropriate to achieving the aims of the research proposal. |
| Please provide description:       |

SECTION C

I, the undersigned Principal Investigator of this research proposal hereby state that the proposed research does not involve human subjects nor it creates any situation in which individuals might be endangered.

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Signature of the PI Date

***OFFICE USE ONLY***

|  |  |  |
| --- | --- | --- |
| Date received |  | Date PI notified |
| Date checked and accepted |  | Date of change notification |
| Date(s) of committee review |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Is the research proposal given no review status? | [ ]  Yes [ ]  No [ ]  Revisions required | Remarks |  |
| Detail any revisions or additional information required: |  |
| Name of reviewer(s): |  | Date: |  |

1. A human subject can be identified as a living individual about whom an investigator (whether professional or student) conducting research obtains: (1) data through intervention or interaction with the individual or (2) identifiable private information. [↑](#footnote-ref-1)