

IRB Exemption Request Form

The IRB Exemption Process requires two steps. Allow approximately 15 minutes for Step 1 and 60 minutes for Step 2.

Step 1.

Before submitting your IRB Exempt Research Form, you must first request to be added to TOPAZ. Please select [I need to be added to TOPAZ for an IRB protocol](#), and complete the form noting the following:

PI/Faculty Advisor: Your project advisor's name and email

Type of Review: Exempt

MSU Position: Student - Graduate

Research Role: PI (Principal Investigator, all privileges)

Comments: MSSE

Note: It is recommended you use Google Chrome.

Once your request to be added has been approved, return to the [TOPAZ Website](#) and log in with your MSU NetID.

Within TOPAZ Elements, select the following:

Compliance → Human Protocols → Protocols → Create Original Protocol → IRB Exempt Research Form

Note: If your institution is requiring you to receive IRB Approval before signing consent statements, please include the following in your request:

School district approval of the project is contingent upon MSU IRB approval. The Administrator signature on this form is for the IRB application only. Once IRB approval has been granted, the school district will grant their own approval of the project.

If that doesn't work, you can still apply for the IRB approval WITHOUT the administrator sign-off. In your application, state that your district requires IRB approval before they will sign off. Once you have IRB approval and your district signs off, then go back through the IRB system and submit an amendment to your original application so IRB has a record of all the correct documents.

Step 2. You might want to preview the questions on the form to assure you have all the required documents ready to upload.

Return to the [TOPAZ Website](#) and log in with your MSU NetID.

The questions on this form are specific to your MSSE Capstone Project. Please know that this data is considered research data and is handled differently than typical teaching assessments. Please consult with your project advisor if you have additional questions. Note that the questions marked with a red asterisk are required. ***Be sure to save your responses after every section.*** The following are guides to specific questions that may not be intuitive. Answer the remaining questions as they pertain to your project.

Section 1. Protocol Information

1.2 Yes

1.9 Master of Science in Science Education Program (MSSE)

1.12 Yes

1.12.1.2 Writing a capstone project paper, Meeting a master degree requirement

1.12.1.2.3.1 MSSE (Master of Science in Science Education)

Section 2. Additional Personnel

2.1 Add your Faculty Advisor and designate as a Co-Investigator

Section 3. Funding Information

3.1 Unfunded

Section 5. Research Activities

5.2 In your description, explain the purpose and/or rationale of your research and describe analyses and data reviews to be performed. It may be helpful to reference your methodology chapters when doing so. Please also explain which activities are regular classroom activities already part of the curriculum, which are research activities, and which are both. Note that research procedures should be written in layman's terms, and you should define acronyms and explain concepts that may be unfamiliar to reviewers outside of education.

5.3 Check all that apply. Commonly used elements include the following: Student subjects, Research in a K-12 classroom, Survey, questionnaire, interview, or focus group, Use of existing data. Depending on your answers, you may be prompted for additional details.

5.3.1.2 You should answer "Yes, if student work is being evaluated for research purposes (e.g. comparing test scores or assignments).

5.3.2.1 Please use the latest templates link found in the question text, which has specific language about consent requirements. The school approval letter must indicate whether parental consent, minor assent, or neither are required by school policy.

5.5 Write a professional paper, Present at a public forum, onference, or research fair, Post on website

Section 6. Subjects

6.2 Fill out Approximate Total Number of Subjects and Age Range of Subjects, but leave the other three columns blank.

Section 7. Recruitment

7.1 In-class instructional document

Section 8. Compensation

8.1 Please note that offering course credits as compensation may be seen as coercion and is discouraged.

Section 9. Risks

9.1 Please specifically explain how your research is minimal risk/time to students, e.g., this research models normal classroom practice and takes an additional five minutes per class to do.

Section 10. Data Confidentiality

10.1 Interact with, intervene, or observe individuals to gather NEW information

10.1.1.1 Most of your data will be considered identifiable and student information CAN readily be ascertained

10.2.1.1 Please explain how you are securing data on your personal device.

10.2 Yes

10.4 No

10.6 No

Section 11. Additional Protocol Details

11.1 No

11.2 Yes

11.2.1.1 e.g., see principal permissions

11.3 No

Section 12. Consent Forms

12.1 Consent Statement

12.1.1.1 Please craft a complete Consent Statement. You can view the base minimum requirements on the [IRB Consent Statements webpage](#). Please provide documentation from the principal that states that parental consent and documented minor assent is not required by the school. A consent statement must also contain all the elements found at the link in the question.

12.1 If you also need Active Informed Consent, e.g., if your school has any additional consent requirements

12.1.2.1 Paste and attach templates for Consent Statement for parents, student assent, etc.

After completing the application, please forward a copy of your email submission confirmation to the MSSE Program Coordinator, julia.wente@montana.edu, and msse@montana.edu.

Note: If something changes in your protocol, a different survey question, etc., submit an Amendment to an existing *Exempt* protocol, please see [instructions for submitting an Amendment via TOPAZ](#).

Once you receive confirmation of submission, please copy the text from your confirmation email and add it to your capstone paper as an appendix item and reference it in your paper. The text should look something like the following:

Hello _____,

Your protocol was reviewed by the IRB and has been approved.

PI: _____

Approval Date: _____

Title: _____

Protocol #: _____

Review Type: _____

Expiration Date: _____