Hamline University Graduate School of Education
Human Subjects Research: Exempt (Short) Form

Directions:
1. Before any research project involving living human subjects can proceed, it must be reviewed by the degree-granting unit subcommittee. Please complete this form and submit it to the subcommittee.
2. Important: Attach any other forms, tests, and institutional permission slips relative to this study. Informed consent forms from participating institutions, educational agencies, and parents/guardians must be attached. This form will not be reviewed if the attachments are missing.
3. Respond to all items on this form, even if "Not Applicable" is your response. Type or word-process all entries. Attach extra pages as needed.

Part I: Data about Research Project

Date Submitted	
Your Name	
Complete Mailing Address	
Telephone Numbers	Home: Work:
Email Address	
Capstone/Dissertation Title	
Administrative Advisor or Chair	Printed Name: Signature:

Part II: Determining Exempt or Non-Exempt Status

1. Does your research involve **minors or students**, except where it **only** involves the observation of public behavior when investigator(s) do(es) not participate in the activities being observed? **Yes No**

2. Does your research involve **prisoners, fetuses, pregnant women or in vitro fertilization**? **Yes No**

3. Does your research involve **mentally disabled persons**? **Yes No**

4. Does your research involve **subject deception of any kind**? **Yes No**

If you answered "no" to **all** of the above four questions, then your research **is exempt** from a full review. Fill out the rest of this form. Send three copies of the completed form to the degree-granting subcommittee for approval before you proceed with your research.

If you answer "yes" to **any** of the above questions, your research does **NOT qualify for exempt status**, and you must complete a "Human Subjects Research: Non-Exempt (Long) Form" and have it approved by the degree-granting unit subcommittee before proceeding with your research.

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Part III: Dimensions of the Research Study

1. Describe the site of your study and the participants.

2. Write a brief but detailed summary of research you intend to do (topic, questions, purposes, methods, time line). Attach an extra page if needed.

3. Describe the nature of the involvement of human subjects in the project (personal interview, mailed questionnaire, observation, etc.) **Attach a copy** of any instrument to be used with subjects.

4. How will informed consent be obtained? Explain and **attach a copy** to this form when it is submitted.

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5. Describe how confidentiality will be maintained. Be specific, if using secondary documents, audio/videotapes, etc.

Part IV: Signature of Researcher

As the primary researcher, I attest that all of the information on this form is accurate, and that every effort has been made to provide the reviewers with complete information related to the nature and procedures to be followed in this capstone or dissertation.

Signature: _____ _____

Researcher's Name Date