**Request for exempting status Form**

|  |
| --- |
| Research Study Title …………………………………………….. |
| PI …………………………………………….. |
| Protocol No |
| Approval Number  Phone ……………………………………………..  Email ………………………….……………………..  Destination  Currently holding degree  Student University(if applicable) |

|  |
| --- |
| **Instructions** |
| Please read carefully the instructions before completing your request. This form is applicable for the following:  Exempt Categories for Research:   1. Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (i) research on regular and special education instructional strategies, or (ii) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods. 2. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (i) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (ii) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation. 3. Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects. 4. Research and demonstration projects which are conducted by or subject to the approval of Department or Agency heads, and which are designed to study, evaluate, or otherwise examine: (i) Public benefit or service programs; (ii) procedures for obtaining benefits or services under those programs; (iii) possible changes in or alternatives to those programs or procedures; or (iv) possible changes in methods or levels of payment for benefits or services under those programs. 5. Taste and food quality evaluation and consumer acceptance studies, (i) if wholesome foods without additives are consumed or (ii) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe.   Note:   * Instructions are given in *Italic* font style. * Keep the font at 12 pt |
|  |
| PI instructions:   * + - * The investigator assures that all investigators and co-investigators are trained in the ethical principles, and relevant regulations and institutional policies governing human subject research;       * The investigator assures that human subjects will voluntarily consent to participate in the research when appropriate (e.g., surveys, interviews) and will provide subjects with pertinent information, e.g. risks and benefits, contact information for investigators, and IRB chair, etc.;       * The investigator assures that human subjects will be selected equitably, so that the risks and benefits of the research are justly distributed.       * The investigator assures that the IRB will be immediately informed of any information, unexpected or adverse events that would increase the risk to the human subjects and cause the category of review to be upgraded to Expedited or Full Review;       * The investigator assures that the IRB will be immediately informed of any complaints from participants regarding their risks and benefits; and       * The investigator assures that confidentiality and privacy of the subjects and the research data will be maintained appropriately to ensure minimal risk to subjects. |
|  |
|  |

|  |  |
| --- | --- |
| **Section 1: Request Details** | |
|  | |
| **funding** | *[check the response that apply on your samples]*   1. Funding information   External internal Not funded   1. Status of funding   Planned Pending funded   1. Funding source   Government Industry foundation   1. Is the study sponsored by specific agency or program   Yes No , if “Yes” please indicate : *Click or tap here to enter text.*   1. Funding Grant if applicable   *Click or tap here to enter text.*   1. Approval letters for on site research conduct   Yes No , if “Yes” please  Please attach the application form and fill in appropriately (section 1-5)  Note: for not applicable item, write down NA. |
|  |  |

|  |  |
| --- | --- |
| **Section 2: PI consent** | |
| **Consent by PI** | *[does the event being reported meet the following criteria ]*  I will not begin any study activities until notified of approval of Exempt Status by the University of Jeddah BEC. I carefully read the instructions and hereby I assure the acknowledgement of the listed items.  PI name:  Signature:  Date: ………….…….. |

|  |  |
| --- | --- |
| **Section 3 : BEC USE only !** |  |
| **Subcommittee** | Subcommittee : *Click or tap here to enter text.*  Approved Rejected  Comments:  Date : |
|  |  |
| **Local Committee** | Approved Rejected  Comments:  Date : |
|  |  |