

Starting a Cayuse IRB Initial Study

Exempt 1 Determination

Definition: “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.” (§46.101(b)(1))

- Open Cayuse IRB – montclair.cayuse424.com
- Choose: Cayuse IRB



Cayuse Research Suite 3.8.0

Research Administration Modules

- [Cayuse 424](#)
- [Cayuse IRB \(Human Studies Compliance\)](#)

- Start Initial study same as regular process, see Quick Guide for help (<https://www.montclair.edu/institutional-review-board/cayuse-irb/cayuse-irb-submission-process/>)
- Complete information as it pertains to your study
- For specific sections follow these instructions
- **Study Design section**
 - o Recruitment description

* Recruitment

Please provide a description of the processes that you will use to recruit participants.

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I'm requesting an exempt 1 determination.

- Recruitment materials – click off any document type and attach the word document you created

*** Please check off the recruitment document type(s) you will be using.**

- ☐ Email
- ☐ Flyer
- ☐ Website or Social Media
- ☐ Letter
- ☐ Personal Plea - In person or by telephone.
- ☐ Prospective Agreement Form (When PAF is also being used as recruitment)
- ☒ No recruitment material (this applies to exempt 1 studies only)
- ☐ SONA Advertisement

- **Study Procedures section**

*** Informed Consent**

Will you obtain informed consent?

- ☐ Yes
- ☒ No

*** Please provide justification for waiving informed consent.**

For more information on the criteria for waiving informed consent please visit the [Office of Human Research Protections](#).

I am requesting an Exempt 1 determination, my research is part of normal educational practices.

- **Study Procedures – Participant Interaction –**
 - attachments not required

*** Participant Interaction**

Please select all that apply.

- ☐ Online surveys/questionnaires
- ☐ In-person surveys/questionnaires
- ☐ Interviews
- ☐ Field Notes
- ☐ Focus Groups
- ☐ Photos, audio and or video recording
- ☐ Blood draws or blood samples
- ☒ Other

Examples: MRIs, EEGs, audiology testing, medical devices, genetic testing or physical manipulation.

*** Please briefly describe any other participant interaction that may be part of your study.**

Ex: General classwork, exams, etc.

Please attach any relevant resource material or data collection documents.

ATTACH

- **Final Notes:**

- Add information as it relates to your class
- You can propose to use classwork from previous years
- All data needs to be de-identified
- If you are adding surveys or data collection instruments you would not normally use in teaching your class, that is not an exempt 1category study.
- Any questions, contact reviewboard@montclair.edu or check our website www.montclair.edu/irb