Date

MEMORANDUM FOR AFIT EXEMPT DETERMINATION OFFICIAL

FROM: ORGANIZATION/OFFICE SYMBOL

2950 Hobson Way

Wright Patterson AFB OH 45433‐7765

SUBJECT: Request for exemption from human experimentation requirements (32 CFR 219, DoDD 3216.2 and AFI 40-402) for title for protocol

1. The purpose of this study is to…Why are you doing this (graduate research project)? What are the objectives of the research? Do you intend to publish or present the results? Brief paragraph.

2. This request is based on the Code of Federal Regulations, title 32, part 219, section 101, paragraph (b) (2) Research activities that involve 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. … this is the most commonly used exemption category. Please refer to 32 CFR 219.101(b) or contact your IRB administrator for a list of exempt categories and select one that is appropriate for your research project.

3. The following information is provided to show cause for such an exemption:

1. Equipment and facilities: … brief description of equipment and facilities needed
2. Subjects: … this section and 3.4 are the most important sections in determining if your project qualifies for exemption. Please include the following information about subjects:

* Source of subjects – be specific, including number of personnel assigned to subject pool (e.g. – AFMC/SG, approximately 250 personnel assigned)
* Total number of subjects
* Inclusion/exclusion criteria
* Age range

1. Timeframe: … approximate duration of the study
2. Data collected: … describe exactly what information you will be collecting from subjects including demographic data (name, rank, SSN, age, gender, ethnicity, work history, duty location, unit, AFSC, etc.) Describe the research methods to be used during your project (e.g. survey or interview) and attach a list of questions that will be administered to subjects.
   1. If conducting surveys, questionnaires, interviews, reference AFI 38-501, Air Force Survey Program. If applicable AF survey office documentation must be submitted (Reference below)
3. Risks to Subjects: … need to describe ANY possible risk that subjects’ may incur by participation AND steps taken to mitigate those risks. Typically for exempt research one of the primary risks is disclosure of individual responses or private information.
4. Informed consent: … describe the nature and extent of informed consent. For example: All subjects are self-selected to volunteer to participate in the interview. No adverse action is taken against those who choose not to participate. Subjects are made aware of the nature and purpose of the research, sponsors of the research, and disposition of the survey results. A copy of the Privacy Act Statement of 1974 is presented for their review.

4. If you have any questions about this request, please contact Rank/Name (primary investigator) – Phone 000-0000, ext. 0000; E-mail – firstname.lastname@wpafb.af.mil.

Rank/Name

Principal Investigator

Attachments:

1. Survey questions

2. Interview questions