**If you think that your project does NOT require review, submit this form to the IRB Coordinator for a formal determination.**

This form is intended to assist researchers in determining whether a project involves research with human subjects and whether MSU is engaged in research. The IRB Coordinator will make the final determination and issue a formal letter for your records. If you know that your project will require IRB oversight, you can skip this form and fill out the IRB Application instead.

|  |  |
| --- | --- |
| **Document Type** | **OVERSIGHT DETERMINATION FORM** |
| Project Title |  |
| Person Submitting Form |  |
| PI or Faculty Sponsor (If not submitter) |  |
| Funding Source (if any) |  |
| PI on Grant or Contract (if applicable) |  |

For definitions and detailed explanations, go to the [IRB website](http://www.murraystate.edu/IRB) and click on “MSU IRB Procedures and Guidelines” or “Guide for Completing the IRB application.”

**You must select an option for all the questions on this form. Incomplete forms will be returned without being reviewed.**

|  |  |
| --- | --- |
| **SECTION 1 – Description** | |
| Provide a description of the project, including what people will be asked to do and what data will be accessed or collected: | |
| **SECTION 2 – Questions** | |
| The project involves interviews, focus groups, surveys, questionnaires, etc. | Yes  No |
| A copy of the planned or sample questions are attached. | Yes  N/A |
| **SECTION 3 – Funding** | |
| Funding application, contract, and/or data use agreement is attached. | Yes  N/A |
| **SECTION 4 – Purpose** | |
| Is the purpose of the project to: |  |
| 1. generate information that may be broadly applied to the group or condition under study | Yes  No |
| 1. develop a tool or method that could be used to generate such information | Yes  No |
| 1. conduct a pilot study that may inform a funding application or larger study | Yes  No |
| 1. submit a manuscript or presentation | Yes  No |
| 1. complete a thesis or dissertation at MSU | Yes  No |
| 1. provide an education experience for an MSU student (meaning the student’s participation in the process is the reason for the research, rather than their findings) | Yes  No |
| 1. evaluate improve or inform practice, program, or curriculum | Yes  No |
| 1. conduct quality improvement or assurance activities | Yes  No |
| 1. fulfill a contractual agreement (e.g., fee-for-service) without academic credit | Yes  No |
| **SECTION 6 – Human Subjects** | |
| 1) Is the project *about* one or more living individuals? | Yes  No |
| 2) Is the project *about* a company, practice, or policy, rather than a person; and is that clear in the project description and data collection instruments? | Yes  No |
| 3) Does the project involve: |  |
| 1. interacting with individuals in person or through the internet (including anonymous surveys)? | Yes  No |
| 1. identifiable information or specimens from individuals? | Yes  No |
| 1. private information about individuals? | Yes  No |
| 1. pre-existing data collected for a reason other than this project?[[1]](#footnote-1) | Yes  No |
| 1. any participant(s) under the age of 18 (including those in schools, daycares, camps, or other institutions) | Yes  No |
| **SECTION 7 – MSU Engagement** |  |
| 1) MSU is the primary awardee on the grant or contract, not a subcontract | Yes  No  N/A |
| 2) This research is taking place on an MSU campus | Yes  No |
| 1. MSU is the only site of research (N/A if not on MSU campus) | Yes  No  N/A |
| 3) Are you participating in this project as a member of MSU’s faculty or staff? | Yes  No |
| 4) MSU employees or students are: |  |
| 1. obtaining consent or assent from human subjects | Yes  No |
| 1. interacting with individuals in person or through the internet (including anonymous surveys) | Yes  No |
| 1. obtaining/receiving identifiable, private information or biological samples | Yes  No |
|  |  |

**Complete and email worksheet with all relevant attachments to:** [msu.irb@murraystate.edu](mailto:msu.irb@murraystate.edu)

1. # Office for Human Research Protections website. “Guidance on Research Involving Coded Private Information or Biological Specimens.” http://www.hhs.gov/ohrp/policy/cdebiol.html

   [↑](#footnote-ref-1)