# Section 1: Exemption Category

Your project will not likely and likely should not involve activities that go beyond the scope of a Category 3 Exemption. The details for this are included below:

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| --- | --- | --- |
| **Category 3 -** Benign Behavioral Interventions with adults | Research involving **benign behavioral interventions** in conjunction with the collection of information from an **adult subject** through verbal or written responses (including data entry) or audiovisual recording if the subject prospectively agrees to the intervention and information collection and **at least one of the following criteria is met:**    (A) The information obtained is recorded by the investigator in such a manner that the identity of the human subjects cannot readily be ascertained, directly or through identifiers linked to the subjects;    (B) Any disclosure of the human subjects’ responses outside the research would not reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects’ financial standing, employability, educational advancement, or reputation; | ● Benign behavioral interventions are brief in duration, harmless, painless, not physically invasive, not likely to have a significant adverse lasting impact on the subjects, and the investigator has no reason to think the subjects will find the interventions offensive or embarrassing.    ● “Brief in duration” means that all of the research activities take no more than a few hours over the course of one day to complete.    ● This category cannot involve minor children as subjects. |

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# Section 2: Study Scope

1. **Purpose:** What is the purpose of the study and how will the data collected be used to answer your research questions? Please provide a short summary of your study goals.
2. **Participants:** Who might you involve in your studies? How many participants do you expect to include? You should identify each category of participant separately. All participants in your studies should be over 18 years of age.
3. **Procedures:** For each category of participant in the previous section, what do you intend the procedure be? What will you ask participants to do? Especially if the procedures will be different for different people. How long do you expect these procedures to take.
4. **Locations and time:** Where will the research be conducted? If studies will be conducted in person, where will they be conducted? Will there be any remote or virtual participation in your intended activities? How long do you expect different study activities described to take?
5. **Interview Questions, Surveys, Questionnaires:** For a real protocol, you would need to share the interview questions and any questionnaires you plan to use, at this time, we are only asking you to indicate which methods you intend to use. As part of Project Milestone 1 you will need to share copies of any relevant documents for approval.

# Section 3: Recruitment

1. Describe how you plan to recruit participants for your study?
2. Please indicate which methods of recruitment you intend to use:
   1. Flyers
   2. Email
   3. Web-based
   4. Participant Pool
   5. Radio or TV
3. You will need to draft and include all recruitment materials for approval before sending them out for people to participate in your studies.

# Section 4: Consent and Recordings

You will need to obtain consent for people to participate in your studies/tests. We have provided a template consent form for you to modify with appropriate details for your study activities. You can use this form either on paper or you can convert it into an online form (google form, qualtrics, etc.) to obtain responses and a signature.

1. Will **AUDIO OR VIDEO RECORDINGS** be made?
   * Please note that recordings should not be made or stored on personal devices or software accounts. All recordings should be made on devices designated for research use only. Use of personal devices or non-CMU accounts increases the risk to subjects of a breach of confidentiality.
   * When recording and whenever possible, ensure that you are in a private space to avoid capturing non-consenting bystanders.
   * Because Pennsylvania and many other US states require the express consent of both parties to record audio, please describe below how you will document subjects’ consent to be audio recorded prior to starting the recording. This may be done either via a signed informed consent for describing the recording or capturing subjects’ verbal consent at the beginning of the recording.
2. If yes, please describe the recordings that will be made, the process, and who will have access to the recordings.

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# Section 5: Compensation, Risks, and Benefits

There must be sufficient benefit to conducting the research to outweigh any potential risks to participating subjects. Please be sure to list any potential direct or indirect benefits to subjects OR to the scientific community from the knowledge that will be gained by conducting the research and any potential risks to the subjects or others.

1. Will participants receive any **DIRECT benefits**? Compensation for participation and experience with research-related technology or topics are not considered to be benefits. In many cases, subjects do not experience a direct benefit, but if they may, please list it here.
2. Indicate the expected **INDIRECT BENEFITS** to subjects, future individuals or groups, OR to the scientific community from the knowledge that will be gained. Please note that the research MUST have sufficient benefits to outweigh any risks.
3. The **risks** involved in your studies should be minimal but please identify any risks to participants in your studies. If any identifiable information from subjects will be accessed, used, recorded, or collected, please include a risk of Breach of Confidentiality.
4. Indicate how each potential risk listed above will be managed and/or minimized.
5. **Compensation:** Participants will not receive compensation for participation in your studies as a part of this class project.

# Section 6: Data Confidentiality

1. For any identifiable data you collect, you should de-identify the data either by removing the identifying information, obfuscating it, or encoding it using pseudonyms or alternatives (e.g. real names converted to fake names or participant numbers, images with faces obfuscated, or consent has been obtained to use identifiable details.)