

SAMPLE REQUEST OF PROPOSAL REQUESTING 'EXEMPTION' REVIEW FOR AN  
EDUCATIONAL SURVEY

Accelerated degree program survey IRB responses

1. The survey aims to better understand alumni perspectives on the accelerated degree program with the fifth year tuition free. Prior students who have graduated from Clark with a BA & MA who participated in the accelerated program for whom we have contact addresses will be surveyed by email (first choice if available) or via mail.
2. Clark students will be contacted via an internet message to their email address if we have such information. Otherwise they will be contacted at their snail mail address. A copy of the written message has been submitted in Attachment A. Potential respondents will be told that the survey is anonymous and the decision to participate is voluntary and in no way affects their relationship with the university.
3. Survey research (See Attachment B). No testing procedure involved. It appears that this study might be exempt from review. The following criteria seems to hold in that this is a survey procedure in which (a) and (b) are not true.

2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless:

(a) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and

(b) 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.

If (a) or (b) is true, the project is not exempt from review.

4. (a.) The research will be conducted as an anonymous survey, and presents no physical or psychological risk to the participants.

(b) Confidentiality will be guaranteed to all subjects. The typical method used at Clark by ITS to assure confidentiality for all respondents of survey research involving the internet will be employed (this has a technical name but I am not sure what it is). If we do not have email contact information, alums who qualify will be sent the survey to their home address with a return envelope. Only grouped analyses will be performed. There will be no way to identify the participants.

(c) The procedure will not change the participant in any way, and debriefing is not necessary.

5. Survey research. No written informed consent required.

6. The design of the study allows full disclosure and informed consent.

7. The procedures do not involve any risk for participants.

SAMPLE COVER LETTER ON CLARK GRAD SCHOOL LETTERHEAD FOR BA/MA Accelerated Degree Program Alumni Survey:

Dear

The University has been in the process of reviewing the accelerated degree BA/MA program and believes feedback from prior graduates is useful to our evaluation. Members of Clark University's Graduate Board who are charged with the ongoing review and assessment of all graduate programs have developed a survey to help gain information about the experiences of prior accelerated degree program participants. A link to the survey is provided below. We write to ask that you consider completing the survey. The survey will be confidential (and anonymous if you chose to not provide your name). Participation is voluntary and in no way affects your relationship with Clark University. You may skip any question on the survey that you decide you do not wish to answer. Should you have any questions about the survey please feel free to contact Graduate Board via  
[http: survey link inserted here](http://survey link inserted here)