**Exempt Research**

Exempt studies are low risk studies that fall into one of six categories delineated by the federal government. The six categories are listed on the Exempt application form. The request for exemption must be approved by HSC prior to the initiation of the research. Exempt proposals can be submitted to the HSC at any time; they are reviewed on a rolling basis. Although six exemption categories are delineated in the federal regulations, KUMC researchers generally conduct two types of exempt projects:

- (Exempt category #2) Research involving the use of educational tests, survey procedures, interview procedures, or observation of public behavior, unless the information is obtained and recorded by the investigator in such a way that the subject can be identified, and any disclosure of the human subjects' response 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. Please note this exemption does not apply to projects involving survey or interview procedures or observation of public behavior when children are the subjects of the research.

- (Exempt category #4) Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available, or if the information is recorded by the investigator in such a manner that the subjects cannot be identified, directly or through identifiers linked to the subjects. **There is a special application form on the HSC website for retrospective chart reviews.**

Because it is very low risk, exempt research does not have the same requirements for informed consent as other types of research. However, if your exempt project involves a direct interaction with research subjects, you will be asked to develop an information sheet or letter of invitation that will be provided to participants. A concise document of this type is particularly appropriate for low risk surveys or educational interventions. The information sheet or letter of invitation should explain the goals and duration of the project, assuring subjects that participation is voluntary. Discuss the type of information to be collected and how it will be used. If the project involves health information, additional statements about HIPAA protections must be included. Staff members in the HSC office can advise investigators about the content of the information sheet or letter of invitation.