Selecting an HSC Application Form
There are three types of review conducted by the HSC:

- Exempt review
- Expedited review
- Full-Committee review

Each type has a separate application form on the HSC website. Application forms for the Kansas City campus are posted at: [http://www2.kumc.edu/researchcompliance/hscforms.htm](http://www2.kumc.edu/researchcompliance/hscforms.htm)
Application forms for the Wichita campus are posted at: [http://wichita.kumc.edu/afs/compliance/forms.html](http://wichita.kumc.edu/afs/compliance/forms.html)

Exempt Review
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. An information sheet or a letter of invitation are recommended for low risk surveys or educational interventions. This document should explain the details of the project, assuring subjects that participation is voluntary. Explain the purpose and duration of the research. 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.
**Expedited Review**
Expedited review applies to certain types of minimal risk research. “Minimal risk” means that the probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests.

In order to qualify for expedited review, minimal risk proposals must fit into one of seven categories outlined by the federal government. Those seven categories are listed on the HSC’s Application for Expedited Review.

Expedited studies are reviewed by the HSC chair, or one or more experienced reviewers designated by the chair, rather than the full HSC. Expedited projects can be either retrospective or prospective.

Examples of Expedited research include:
- Retrospective chart reviews that involve linking multiple sources of data or using a coding scheme to maintain minimal identifiers;
- Collection of small amounts of blood;
- Prospective collection of biological specimens for research purposes by non-invasive means, e.g., hair and nail clippings, deciduous teeth, saliva, dental plaque, mucosal cells;
- Collection of data through non-invasive procedures routinely employed in clinical practice;
- Research involving materials or data that are already being collected for non-research purposes;
- Collection of data from voice, video, digital, or image recordings made for research purposes;
- Research on individual or group characteristics employing survey, interview, oral history, focus groups (if not exempt);
- Research in which the primary risk is breach of confidentiality and the risk has been managed so that it is no more than minimal.

A complete list of expedited review categories is found in the Application for Expedited Review. **There are no submission deadlines for Expedited studies. Submissions are reviewed on a rolling basis.**

Informed consent requirements will apply to studies that qualify for expedited review unless the project is retrospective. However, because the research is minimal risk, the consent form can often be simpler than the type of consent document used in a clinical trial. If the standard KUMC consent templates do not seem applicable to your study, please consult with the HSC office for special assistance.

**Full Committee Review**
Any research involving human subjects that does not fall into an Exempt or Expedited category must be reviewed by the convened HSC. Research reviewed by the convened committee involves identifiable physical, psychological, economic, legal or social risks. Common examples are clinical trials and behavioral interventions. Certain studies with vulnerable populations also may require full committee review. Submission deadlines are posted on the websites for the Kansas City and Wichita campuses.