

**Protection of Human Subjects Assurance Identification/
IRB Certification/Declaration of Exemption Form**

Instructions

Box 1: Check Request Type: Original (New Award) or Continuation (Do not use Exemption here)

Box 2: Check Type of Award Mechanism: Grant, Contract, Cooperative Agreement, Fellowship, or Other

Box 3: Insert **National Institute of Justice** as Name of Federal Department or Agency

Box 4: Insert Title of Application

Box 5: Insert Name as requested

Box 6: For Assurance Status of this Project, four options for response are provided:

Option 1) Assurance on file with HHS and IRB has approved.

(Please note that the Federalwide Assurance (FWA) number, its expiration date, and the IRB registration number should be provided here. The Certification of IRB review and approval must also be provided.)

Option 2) Assurance on file with another Federal agency or department and IRB has approved. (NOTE: The FWA number, expiration date, and IRB registration number must be provided here. The Certification of IRB review and approval must also be provided.)

Option 3) No Assurance has been filed. The institution declares that it will provide and Assurance and Certification of IRB review and approval upon request.

All applicants should check the third option unless the applicant has already submitted this research application to and received approval or exemption from an IRB with an Assurance on file.

Option 4) Exemption Status: Use this option ONLY if one of the exemptions listed in the DOJ Human Subjects Protection regulation 28 CFR Part 46 applies. Your IRB approval of exemption memo must be provided.

Box 7: For Certification of IRB Review, if an Assurance is on file (that is, if Option 1 or 2 was selected in Box 6), two options for response in Box 7 are provided:

Option 1) Select this option if IRB approval was provided for this project, provide the date and indicate whether the approval was the result of a Full or Expedited IRB Review.

Option 2) Select this option if this project has not yet received IRB certification.

Box 8: Comments: If applicable, indicate that “This project will not involve human subjects.” If the project does not involve human subjects and this statement is placed in Box 8, then there should be no other items checked in Boxes 6 & 7.

Boxes 10-17: Complete as indicated. The signing official must be a representative of the applicant institution, i.e., Director, Office of Sponsored Research or Chair, IRB. The form must be dated. Electronic signatures and dates are acceptable.