Tulane University Human Research Protection Program
Instructions for Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption Form

Box 1: Check Request Type: Original (New Award), Continuation (Competing continuation or renewal), or Exemption (Do Not Use)

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

Box 3: Insert (ex. NIH) as Name of Federal Department or Agency and the grant number

Box 4: Type the Title of the grant, contract, or cooperative agreement

Box 5: Type the name of the Principal Investigator

Box 6: If the approval is Exempt, check "Exemption Status" and insert the appropriate exemption number (see PHS 398 for a description of the 6 exemption categories at http://grants1.nih.gov/grants/funding/phs398/section_1.htm#exemption_cat).

If the approval is Not EXEMPT, check the first box and insert Tulane University's Assurance number (FWA00002055), its expiration date (currently 03/24/2014), and the IRB Registration number (IRB00000324).

Box 7: If the approval is Exempt, skip to item 8
If the approval is Not EXEMPT,
- Check the first box, if the project has already obtained IRB approval. Check the appropriate box for review type (Full IRB Review or Expedited Review) and provide the IRB approval/meeting date.
- Check the second box, if this activity contains multiple projects, some of which have not been reviewed. The IRB has granted approval on condition that all projects covered by the Common Rule will be reviewed and approved before they are initiated and that appropriate further certification will be submitted. (THIS IS THE CHOICE THAT IS MOST LIKELY THE CASE.)

Box 8: Type any applicable comments in the space provided.

Box 9: Explains that the designated official signing the document is certifying that the information is correct.

Box 10: Tulane University
1440 Canal Street, Suite 2400 (TW 8436)
New Orleans, LA 70112-2709

Box 11: 504-988-2665

*Forms are subject to change. Check for the latest forms on the Tulane IRB web site.
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**Box 12:** 504-988-4766

**Box 13:** rjohnson@tulane.edu

**Box 14:** Roxanne R. Johnson, MSPH

**Box 15:** Director, Human Research Protection Office/Program

**Box 16 & 17:** Signature and Date of HRPO Director