

## Instructions for Protection of Human Subjects Assurance Identification/ IRB Certification/Declaration of Exemption Form

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

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

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

**Box 4:** List Title of Application

**Box 5:** List 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. (NOTE: The Federalwide Assurance number, expiration date, and IRB registration number must 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 Assurance 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 regulation applies. Your IRB approval of exemption memo must be provided, or you may apply for an exemption from NIJ. See Exemption Request Information.

**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 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.”

**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.