

**Concordia College, Moorhead, MN  
Institutional Review Board**

**CHAIRPERSON'S REPORT OF APPROVED DEPARTMENTAL EXEMPT RESEARCH**

*(Please complete at the end of each academic semester and submit to the chair of the CC IRB)*

*Effective September 1, 2004 department chairs are required to keep records of all exempt protocols approved by them for three years from the date of approval. In addition, the CC IRB requires each department chair (or a designated chair's representative) to submit this form at the end of each academic semester. Protocols approved during the summer months should be included in the report submitted at the end the fall semester of each academic year.*

Department: \_\_\_\_\_ Semester for which Report is Submitted: \_\_\_\_\_ Academic Year: \_\_\_\_\_

Name of Department Chair or Chair's Representative: \_\_\_\_\_

**List of Approved Exempt Protocols:**

Title of Study	Principal Investigator	Date Approved
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**Signature of Department Chair or Chair's Representative**

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**Date**