

FORM A — CLASSIFICATION

Completed for every application after the administrative completeness check. The Secretary (or the Chair's designee) records who is doing the research, with whom, and how, and assigns the review tier. Exempt files end on this form.

1. The Researcher/s

Name/s		Status	☐ Student ☐ Faculty ☐ Staff ☐ Other
Program / Department		Advisor (students)	
Relationship to participants	☐ None ☐ Teacher / instructor ☐ Pastor / church leader ☐ Employer / supervisor ☐ Other: _____		

2. The Study

Study title			
Methods	☐ Survey / questionnaire ☐ Interview ☐ Focus group ☐ Observation ☐ Intervention / program ☐ Existing records or documents ☐ Other: _____		
Brief description of what participants will do			
Data	☐ Anonymous ☐ Coded / confidential ☐ Identifiable	Audio / video / photos	☐ No ☐ Yes
Site(s) and country		AIAS constituents	☐ No ☐ Yes (AdCom permission through the VPA office)
Site permission	Required for every site where data are collected, not only AIAS. Data collection may not begin until each permission is received.		

3. The Population

Who are the participants?		Approximate number	
Ages	☐ Adults only ☐ Includes minors (under 18)	Language(s)	
Potentially vulnerable groups	☐ None ☐ Minors ☐ Persons unable to consent ☐ Pregnant women ☐ Prisoners / detainees ☐ Refugees ☐ Economically or educationally disadvantaged ☐ Persons under the researcher's authority ☐ Other: _____		

4. Documents Submitted

For each document, mark whether it is required for this study and whether it has been received. Record versions, dates, or notes in the last row.

Document	Submitted	Document	Submitted
Research proposal / protocol	☐ Y ☐ N	Informed consent form(s)	☐ Y ☐ N
Parental / guardian permission form	☐ Y ☐ N	Child / minor assent form	☐ Y ☐ N
Recruitment materials (announcements, scripts, letters)	☐ Y ☐ N	Data collection instruments (questionnaires, interview or focus-group guides, intervention materials)	☐ Y ☐ N
Site / institutional / gatekeeper permission(s)	☐ Y ☐ N	Non-disclosure agreement (transcribers, translators, assistants)	☐ Y ☐ N
Permission for audio / video / photography / direct quotation	☐ Y ☐ N	Data management and privacy plan	☐ Y ☐ N
AI declaration of use (countersigned by advisor)	☐ Y ☐ N	Plagiarism / similarity report	☐ Y ☐ N
Human subjects research training certificate	☐ Y ☐ N	Other: _____	☐ Y ☐ N
Versions / dates / notes			

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5. Full Board Triggers

If any box is checked, the tier is Full Board.

☐ Greater than minimal risk	☐ Vulnerable participants combined with a sensitive topic
☐ Sensitive topic where disclosure could cause harm	☐ Deception or covert observation
☐ Researcher holds authority over participants on a topic affecting their standing	☐ Restricted-access setting, or risk to participants or researcher

6. Classification

ERB Reference No.		Date received	
Classifier	☐ Secretary ☐ Designee: _____	Assigned by / date	
Conflict of interest	☐ None ☐ Yes — the Chair reassigns (an advisor or committee member may not classify or review the researcher's application)		

Review tier	☐ Exempt ☐ Expedited (complete Form B) ☐ Full Board (complete Form C)		
Basis (exemption or expedited category, or trigger)			
Expedited reviewers	Secretary + ☐ Associate ☐ Designee: _____		
Full Board designee		Meeting date	
Classifier signature		Date	

7. Exempt Determination (Exempt files only)

Determination	The study meets an exemption category, no Full Board trigger applies, and no further ERB review is required for the study as described. Changes that may affect eligibility must be reported.		
Chair's initials		Reported to the Board on	