

UROP Research Protections Instructions

Students should consult with their Faculty Mentor to determine if Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC) approval is needed.

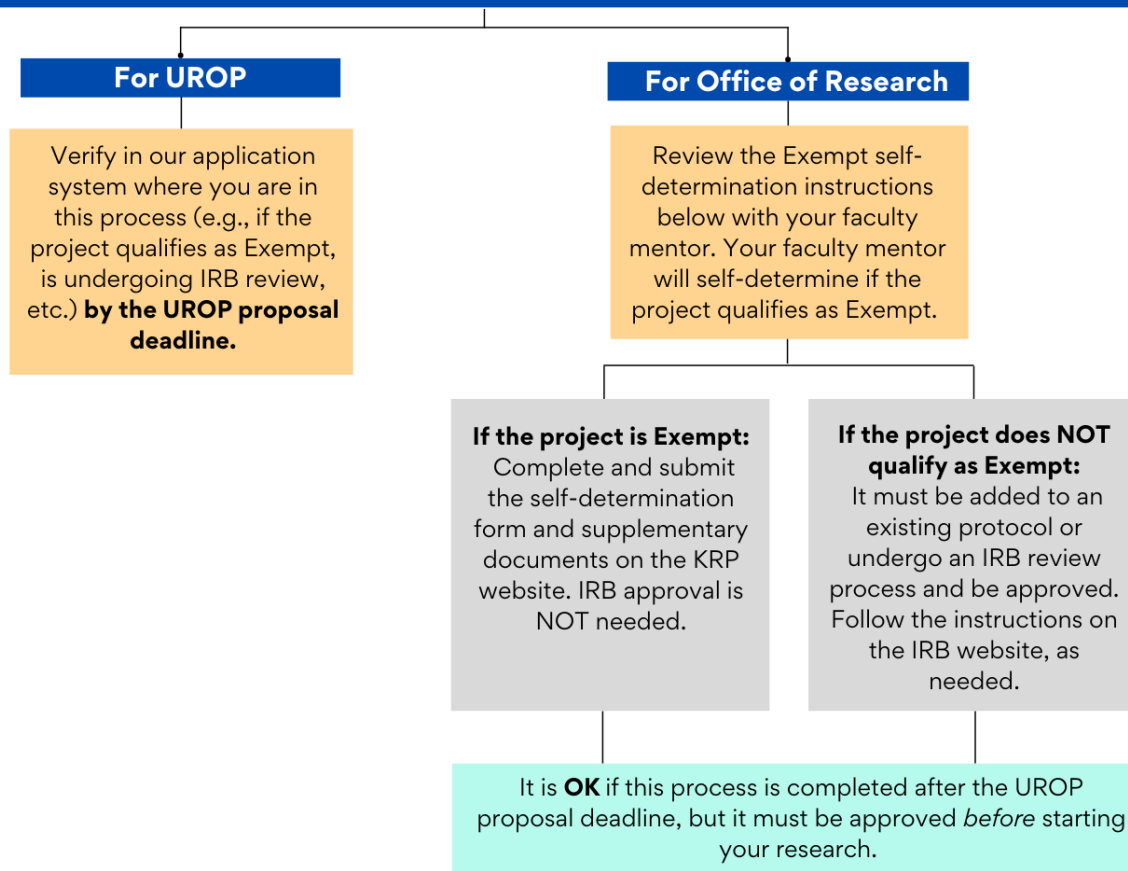
Research involving Human Subjects:

Exempt research involves less than minimal risk to human subjects. With some exceptions, Faculty Mentors, working together with their student researchers, may self-determine whether their research qualifies as exempt.

Review the following guidance to determine whether your research qualifies for self-determination.

- [Do You Need IRB Review? A Quick-Start Guide](#)
- [Exempt Self-Determination](#)

NOTE: You will be following two parallel processes:



SEE NEXT PAGE FOR INSTRUCTIONS

EXEMPT SELF-DETERMINATION INSTRUCTIONS:

Self-determination is made by completing the **Exempt Self Determination** in **Kuali Research Protocols (KRP)**. ***Do not submit this form to UROP.***

- **Refer to the [KRP User Guide](#) for detailed instructions and screenshots** for guidance on how to use KRP.
 - Please use **Google Chrome or Firefox** web browsers for optimal performance.
- **Log in to the [Kuali Research Protocols \(KRP\)](#) website** using your UCInetID & password. Select:
 1. New Protocol → IRB (See “Start a New Protocol” in the [User Guide](#) for tips).
 2. Enter your Faculty Mentor’s name (or their qualified designee) & department in the Lead Researcher and Lead Unit fields.
 3. Under “Submission Type,” select “Administrative Determination” → “Exempt Self-Determination.”
 4. Answer the questions on the form and verify if research qualifies as Exempt Categories Eligible for Self-Determination. If yes, mark which category it falls under.
 - ✓ If your Faculty Mentor determines the project does NOT qualify as Exempt and requires IRB approval, you may wish to consider if it is possible to change the project design such that it would qualify for Exempt self-determination.
 5. Complete and submit the self-determination form and all supplementary documents (e.g., survey questions, fliers, etc.) on the KRP website.
 6. You will receive an email from KRP confirming receipt. When the submission is processed, an additional email will be sent confirming “registration” of the exempt self-determination. **Self-determinations are not approved by the IRB and there are no approval documents associated with the transaction.** Keep a copy of the completed form, supplementary documents, and all emails for documentation purposes.

[Research involving Animal Subjects:](#)

If your research involves animal subjects, you must receive IACUC approval before you begin your research. There are no exceptions.

- For information about IACUC: <https://research.uci.edu/animal-care-and-use/>
- **For UROP:** Verify in the UROP application system where you are in this process by the UROP proposal deadline (e.g., whether you have submitted your project for IACUC review, etc.).

If you and your Faculty Mentor have questions, please contact UROP for assistance: urop@uci.edu or (949) 824-4189.