UROP Research Protections Instructions

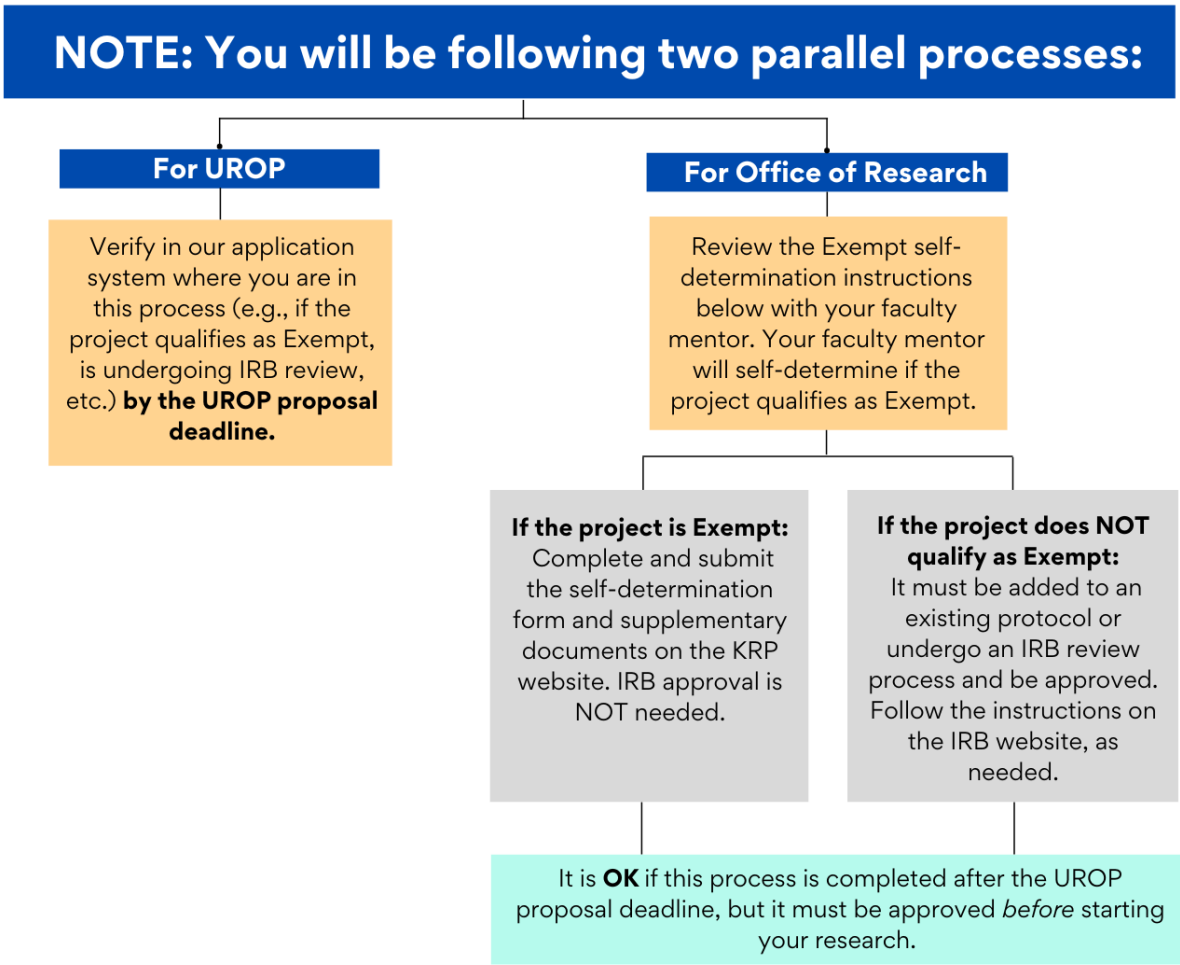
Students should **consult with their Faculty Mentor** to determine if Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC) approval is needed.

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



SEE NEXT PAGE FOR INSTRUCTIONS

Self-determination is made by completing the **Exempt Self Determination** in **Kuali Research Protocols (KRP)**. ***Do not submit this form to UROP***. Complete this form with your Faculty Mentor's guidance to ensure all information is accurate.

- **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:

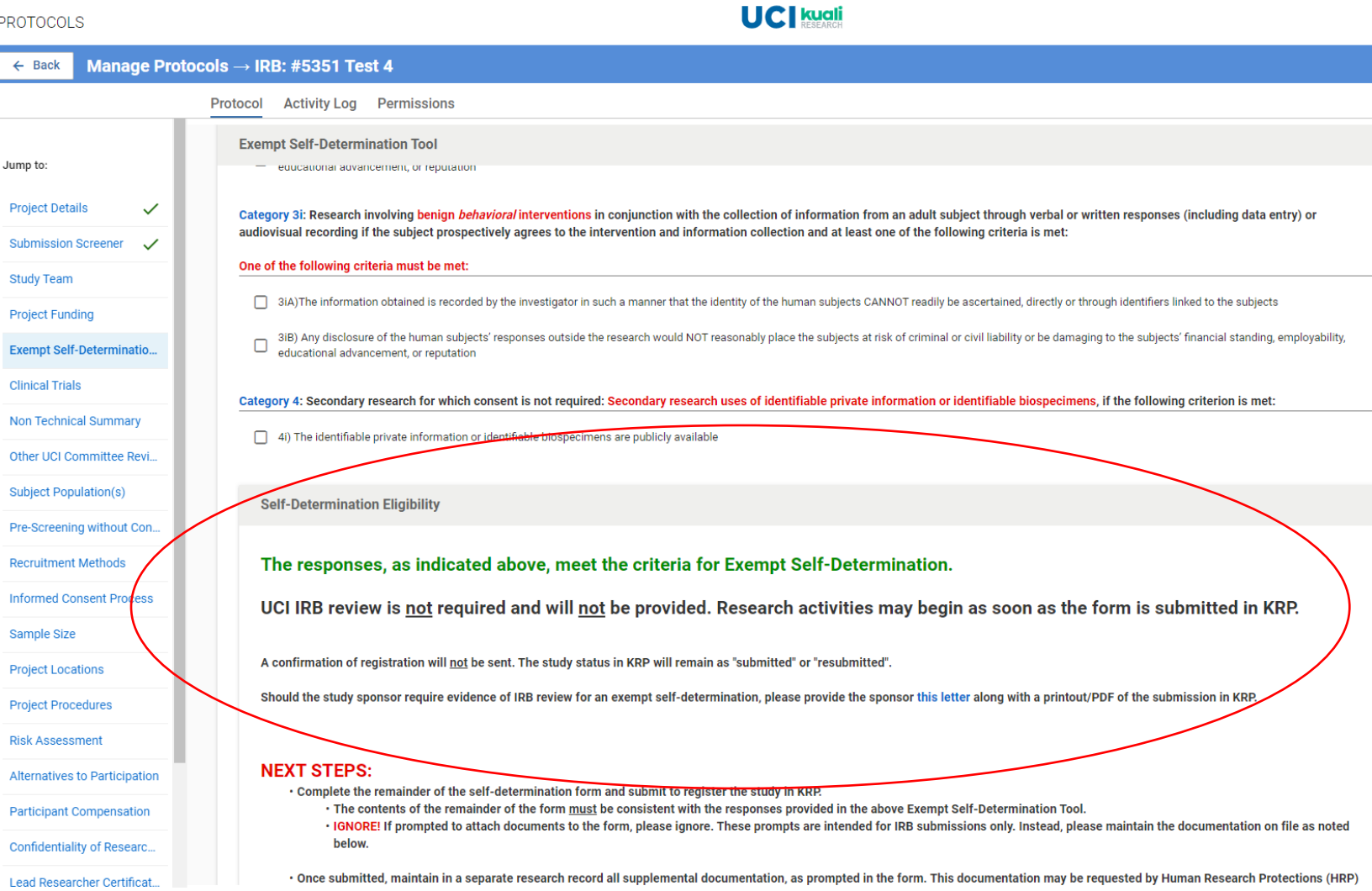
1. New Protocol → IRB (See "Start a New Protocol" in the User Guide for tips).
2. Enter the Lead Researcher (LR) name and department in the Lead Researcher and Lead Unit fields. This could be you, your Faculty Mentor, or their qualified designee. For more details, see Lead Researcher Eligibility.
3. Under "Submission Type," select "Administrative Determination" → "Exempt Self-Determination."
4. Answer the questions on the form and verify if the research qualifies as Exempt Categories Eligible for Self-Determination. If yes, mark which category it falls under.
    - ✓ If you meet the exemption requirements, a **Green** text confirmation statement will appear on your form in the "Self-Determination Eligibility" section (see example on next page). This is confirmation that you are exempt from the IRB review and approval requirement.
    - ✓ If your Faculty Mentor determines the project does NOT qualify as Exempt and requires IRB review and 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. **Submit** the Exempt Self-Determination form on the KRP website.

    IMPORTANT NOTES:

    - ✓ Compile all supplementary documents (e.g., survey questions, fliers used to advertise your study, etc.) and save them in a separate file for documentation purposes. Do NOT attach or upload them into the KRP website. Also save a copy of your completed protocol.
    - ✓ A confirmation email of registration from KRP will NOT be sent.
    - ✓ Your study status will remain as "submitted" or "resubmitted" on the KRP website and will not change.
    - ✓ **IRB review and approval is not required for Exempt projects, and you will NOT receive any kind of "approval" documentation. You may begin your research as soon as the form is submitted in KRP.**

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

Example: Screenshot of Exempt Status Confirmation in KR Protocols (KRP):



Research involving Animal Subjects:

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

- See Guidance for Determination of IACUC Review.
- **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.).