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.
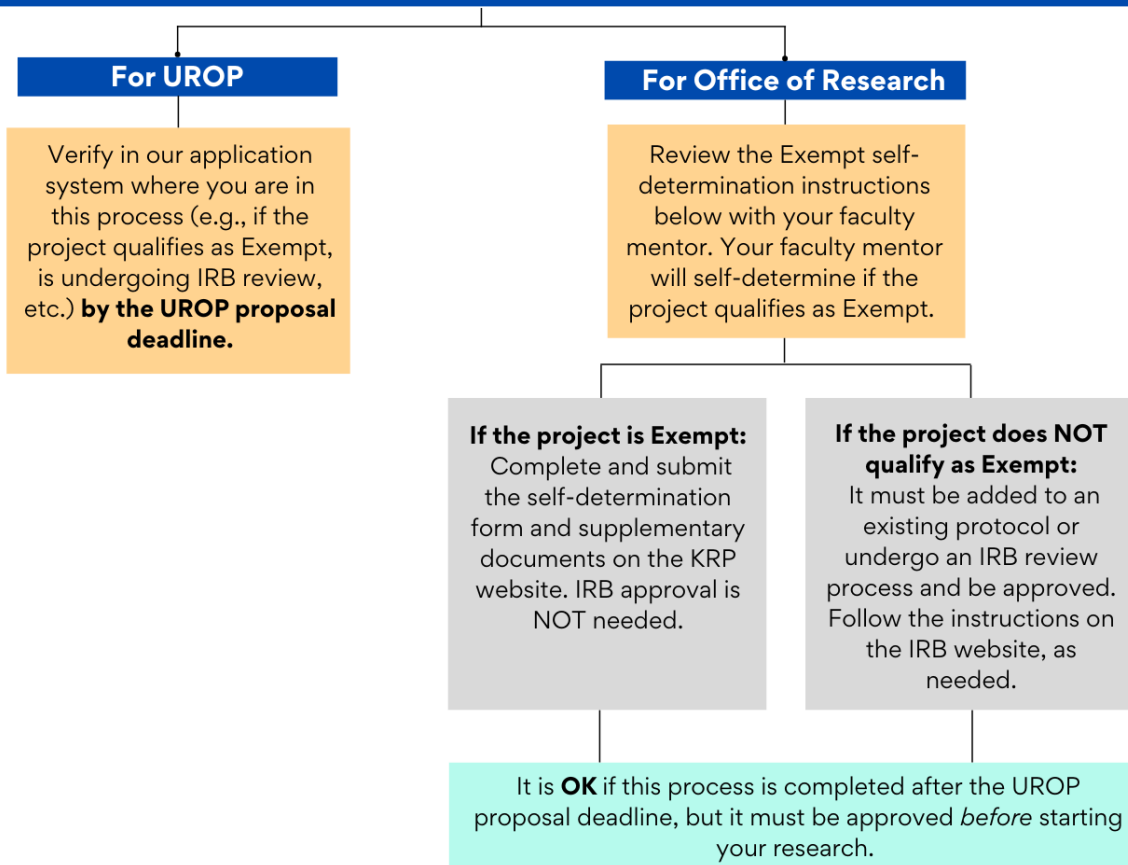
Research involving Human Subjects:

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:

For UROP

Verify in our application system where you are in this process (e.g., if the project qualifies as Exempt, is undergoing IRB review, etc.) **by the UROP proposal deadline.**

For Office of Research

Review the Exempt self-determination instructions below with your faculty mentor. Your faculty mentor will self-determine if the project qualifies as Exempt.

If the project is Exempt: Complete and submit the self-determination form and supplementary documents on the KRP website. IRB approval is NOT needed.

If the project does NOT qualify as Exempt: It must be added to an existing protocol or undergo an IRB review process and be approved. Follow the instructions on the IRB website, as needed.

It is **OK** if this process is completed after the UROP proposal deadline, but it must be approved *before* starting your research.

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.

    o 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 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 that you "submitted" the protocol. Your status will remain as "submitted" and no additional changes will be made. **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.

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

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.).