UROP Research Protections Instructions

Projects involving human and/or animal subjects must adhere to UCI’s Research Protections standards. Students should consult with their Faculty Mentor to determine if Institutional Animal Care and Use Committee (IACUC) or Institutional Review Board (IRB) or approval is needed.

Research involving Animal Subjects:
If your research involves animal subjects, you must receive IACUC approval before you begin your research.

- 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.).

Research involving Human Subjects:
Exempt research involves less than minimal risk to human subjects. With some exceptions, Faculty Mentors may self-determine whether research qualifies as exempt. Self-determination is made by completing the Exempt Self Determination Tool via Kuali Research (KR) Protocols. Determine which procedure to follow with your Faculty Mentor to complete the tool online. Do not submit this form to UROP.

EXEMPT SELF-DETERMINATION TOOL INSTRUCTIONS:

- Review the Exempt Self-Determination Tool website.
- Refer to the KR Protocols User Guide for detailed instructions and screenshots for guidance on how to use the tool.
  o Please use Firefox web browser for optimal performance.
- Log in to the Kuali Research (KR) Protocols website using your UCInetID & password. Select:
  2. Enter your Faculty Mentor’s name (or their qualified designee) & department in the Lead Researcher and Lead Unit fields.
  4. Answer the questions on the form and verify if research qualifies as Exempt Categories Eligible For Self-Determination. If yes, mark which category(ies) it falls under.
    - Your Faculty Mentor has the authority to “self-determine” whether or not the project qualifies as “Exempt”; once that is done, no further “approval” is needed.
    - If your Faculty Mentor determines the project does NOT qualify as Exempt, you need to be added to an existing protocol or submit for IRB review and approval.
• **NOTE that you will be following two parallel processes:**

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

2. **For Office of Research:** Follow the appropriate process for IRB review:
   - If the project qualifies as Exempt, complete and submit the self-determination form on the KR Protocols website before starting your research.
     - ✔ It is OK if this process is completed after the UROP proposal deadline, but it must be done before starting your research.
     - ✔ You are NOT waiting for IRB approval, as your faculty mentor has “self-determined” that the project qualifies as exempt. **Keep a record of both the completed form and all supplementary documents (e.g., survey questions, fliers, etc.) in case of a future audit.**
   - If the project does not qualify as Exempt, you may wish to consider if it is possible to change the project design such that it would qualify as Exempt. If not, 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 done before starting your research.

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