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 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 research qualifies as exempt. Self-determination is made by completing the Administrative Determination-Exempt Self-Determination via Kuali Research Protocols (KRP). Do not submit this form to UROP. Instead, the form should be submitted in KRP.

EXEMPT SELF-DETERMINATION INSTRUCTIONS:

- Review the Exempt Self-Determination website to determine if your research qualifies as “Exempt”, and if so, which Category number applies.
- Refer to the Kuali Research Protocols (KRP) User Guide for detailed instructions and screenshots for guidance on how to go through UCI’s research determination process.
  - Please use Chrome or Firefox web browsers for optimal performance.
- Log in to the Kuali Research Protocols website using your UCInetID & password. Select:
  2. Consult with your Faculty Mentor (or their qualified designee) to determine who should be listed in the Lead Researcher and Lead Unit fields.
  3. Under “Submission Type,” select “Administrative Determination or Registration” → “Exempt Self-Determination.”
  4. Answer the questions on the form and verify if your 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.¹
  • 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.

¹ You will receive an email confirming receipt and, when the submission is processed, an additional email will be sent confirming “approval.” While the latter email indicates approval, it is simply KRP template text that cannot be changed to specifically address the exempt self-determination process. The above instructions apply. Please keep all emails for documentation purposes.
NOTE: You will be following two parallel processes:

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.).

For Office of Research

If the project qualifies as Exempt, complete and submit the self-determination documentation (e.g., survey questions, fliers, etc.) on the KRP website before starting your research.

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

You are NOT waiting for IRB approval, as your faculty mentor has “self-determined” that the project is exempt. Keep a record of the completed form and all supplementary documents 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 approved before starting your research.

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: review their website.
- 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.). It is OK if the IACUC approval is completed after the UROP proposal deadline.

Questions? Contact UROP for assistance: urop@uci.edu, (949) 824-4189, or 559 Science Library.