1 PURPOSE
1.1 This procedure establishes the process for a Designated Faculty to determine exempt research conducted by investigators or students in their department, division or school.
1.2 The process begins when the Designated Faculty has the provided materials.
1.3 The process ends when the Designated Faculty has determined one of the following:
   1.3.1 The investigator/student’s project is not Human Research.
   1.3.2 The investigator/student’s project is Human Research and determined as exempt.
   1.3.3 The investigator/student’s project is Human Research but cannot be determined as exempt.

2 REVISIONS FROM PREVIOUS VERSION
   2.1 None

3 POLICY
   3.1 The Designated Faculty is to update the IRB electronic database with all exemptions and non-human subject research determinations.
   3.2 All records required by this procedure are to be accessible for inspection and copying by the IRB at reasonable times and in a reasonable manner.

4 RESPONSIBILITIES
   4.1 The Designated Faculty carries out these procedures.

5 PROCEDURE
   5.1 Review all materials.
   5.2 Determine whether the investigator/student’s project is Human Research. If needed, use “WORKSHEET: Human Research Determination (HRP-310).”
      5.2.1 If the investigator/student’s project is not Human Research, no further action is required.
   5.3 Determine whether the investigator/student’s Human Research can be determined as exempt completing “WORKSHEET: Exemption Determination (HRP-312), or equivalent.”
      5.3.1 If not, suggest to the investigator/student to modify the project or refer the application to the IRB.
   5.4 Inform the investigator/student of the determination.
   5.5 File a copy within IRB electronic database:
      5.5.1 CHECKLIST: Pre Review (HRP-401) or equivalent.
      5.5.2 CHECKLIST: Non-Committee Review (HRP-402) or equivalent.
      5.5.3 TEMPLATE LETTER: Approval of Protocol (HRP-510) or equivalent.
      5.5.4 TEMPLATE LETTER: Not Human Research Determination (HRP-513) or equivalent.

6 MATERIALS
   6.1 WORKSHEET: Human Research Determination (HRP-310)
   6.2 WORKSHEET: Exemption Determination (HRP-312)
   6.3 CHECKLIST: Pre Review (HRP-401)
   6.4 CHECKLIST: Non-Committee Review (HRP-402)
   6.5 TEMPLATE LETTER: Approval of Protocol (HRP-510)
   6.6 TEMPLATE LETTER: Not Human Research Determination (HRP-513)

7 REFERENCES
   7.1 None