

NUMBER	DATE	AUTHOR	APPROVED BY	PAGE
HRP-034	03/11/13	L. Smith	C. Kiel	1 of 1

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).”
 - 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)
 - 5.5.2 CHECKLIST: Non-Committee Review (HRP-402)
 - 5.5.3 POST REVIEW TEMPLATES: Approval of Protocol (HRP-510)
 - 5.5.4 POST REVIEW TEMPLATES: Not Human Research Determination (HRP-513)

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 POST REVIEW TEMPLATES: Approval of Protocol (HRP-510)
- 6.6 POST REVIEW TEMPLATES: Not Human Research Determination (HRP-513)

7 REFERENCES

- 7.1 None