1. PURPOSE
   1. This procedure establishes the process for an individual designated to review and approve exempt <Human Research> to conduct such a review.
   2. This procedure begins when an individual designated to review and approve exempt <Human Research> has received a research proposal.
   3. This procedure ends when the reviewer has either:
      1. Approved the proposal as exempt <Human Research>
      2. Made a determination of Not Human Subjects Research
      3. Referred the proposal to the IRB for expedited or convened review
2. POLICY
   1. None
3. RESPONSIBILITY
   1. Individuals designated to review and approve exempt <Human Research> carry out these procedures.
4. PROCEDURE
   1. Review submitted materials.
   2. Determine whether the project is <Human Research>.
      1. Use “WORKSHEET: Human Research (HRP-421)”
      2. If the project is not or may not be <Human Research>, make a determination of Not Human Subjects Research or consult the Human Protections Administrator
   3. If the project is <Human Research>, determine whether the project can be approved as exempt <Human Research> by using “WORKSHEET: Exemptions (HRP-423).”
      1. If unsure whether the project is exempt <Human Research>, request that the submitter submit the project to the IRB.
      2. If not approvable as exempt <Human Research>, request that the submitter modify the project or submit the project to the IRB.
      3. If approved as exempt <Human Research>, ensure the submitter will comply with:
         1. POLICY: Investigator Obligations (HRP-070)
         2. POLICY: Prompt Reporting Requirements (HRP-071)
   4. Document the project name, investigator name, date approved, and category of exemption in the Outcome letter.
      1. Project name
      2. Investigator name
      3. Date approved
      4. Category of exemption
   5. File the records required by “POLICY: IRB Records (HRP-023)”
5. APPROVAL AND REVISIONS
   1. 4/26/21: Human Research Protections Office Director, Carley Emerson, originally created and approved
6. REFERENCES
   1. None