1. **PURPOSE**

1.1. This procedure establishes the process for an individual designated to review and approve exempt Human Research to conduct such a review.

1.2. This procedure begins when an individual designated to review and approve exempt Human Research has received a research proposal.

1.3. This procedure ends when the reviewer has either:

   1.3.1. Approved the proposal as exempt Human Research
   1.3.2. Referred the proposal to the IRB

2. **POLICY**

2.1. Individuals designated to review and approve exempt Human Research will be assigned such submission within myIRB.

   2.1.1. All records required by this policy will be available within myIRB.

3. **RESPONSIBILITY**

3.1. Individuals designated to review and approve exempt Human Research carry out these procedures.

4. **PROCEDURE**


4.2. Determine whether the project is Human Research.

   4.2.1. Refer to "IRB REGULATORY GUIDANCE: Human Research (HRP-421)"
   4.2.2. If the project is not or may not be exempt Human Research

      4.2.2.1. Return the submission back to the investigator to resubmit under the appropriate review type

4.3. If the project is Human Research, determine whether the project can be approved as exempt Human Research. Reference "IRB REGULATORY GUIDANCE: Exemptions (HRP-423)," if needed.

   4.3.1. If approved as exempt Human Research, the investigator will be sent an IRB approval letter. The IRB will also ensure the submitter will comply with:

      4.3.1.1. INVESTIGATOR GUIDELINE: Investigator Obligations (HRP-800)
      4.3.1.2. INVESTIGATOR GUIDANCE: Event Reporting

4.4. Documentation of all submissions will be maintained within myIRB

5. **REFERENCES**

5.1. None