**Exempt Process**

1. Investigator submits a complete Request for Exempt Determination Form to the ORC (email: IRBsubmit@auburn.edu). There are no deadlines for exempt submissions.
   - The IRB may assign any protocol to Full Board Review.
   - Any project submitted for an Exempt Determination which the IRB determines requires Expedited or Full Board Review must be resubmitted on the IRB Protocol Form.

2. Submissions are reviewed by a member of the IRB to determine if the project meets the requirements for an Exempt Determination.

3. If determined to be “Exempt” by the IRB, the project will be reviewed by the IRB or ORC for adherence to the Belmont Report.

4. Approvals or reviewer comments, suggestions, or recommendations are communicated by email from the ORC to the investigator.
   - Exempt submissions are reviewed within 15 business days, unless workload or unusual circumstances exist where we are unable to meet this goal.

5. Investigators address comments which require revisions within the determination form. A complete revised packet, must be submitted to ORC which addresses the reviewer(s) comments.

6. The IRB or the ORC, depending on the issues, will review the revisions. The investigator will be contacted via email if the revisions do not adequately address the reviewer’s comments.

7. The investigator will receive written documentation of protocol approval from the ORC along with copies of the stamped version of the approved consent document(s) (Informed Consent or Information Letter).
   - When consenting participants, investigators MUST use the approved consent document(s) which contain the IRB’s approval stamp.
   - This allows participant(s) to see that the document has been reviewed and approved by the IRB and that the document approval dates are current.

8. The IRB may approve “Exempt” projects for up to 3 years. A Request for Project Renewal must be submitted by the PI prior to the expiration date of the project and with sufficient time for the IRB to review and respond to the submission before the approval expires.

9. Any changes that may affect the “Exempt” determination or Exempt Category, must be submitted to the IRB for review and approval prior to implementation by submitting a Request for Modification Form.