STEP 1: Check Role
Click on Researcher Role
STEP 2: Click on New Study
STEP 3: Insert Study Title
STEP 4:
Click on New Submission and Initial
<table>
<thead>
<tr>
<th>Approval Date: N/A</th>
<th>Expiration Date: N/A</th>
<th>Organization:</th>
<th>Active Submissions: N/A</th>
<th>Population Flags:</th>
<th>Additional Flags:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin Check-In Date: N/A</td>
<td>Closed Date: N/A</td>
<td>Current Policy Post-2018 Rule</td>
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<td></td>
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</tr>
</tbody>
</table>

**Key Contacts**

<table>
<thead>
<tr>
<th>Team Member</th>
<th>Role</th>
<th>Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Key Study Contacts.</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
STEP 5: Click on Edit
STEP 6: Click on Find People
STEP 7: Search for Principal Investigator

Next Add the Principal Investigator

Finally Click Save
STEP 8: Fill out Study Details

1 Study Details

Principal Investigator

Provide the name of the Principal Investigator of this study.

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>Address</th>
<th>Phone</th>
<th>Email</th>
<th>Trainings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tahea Hossain</td>
<td>Users loaded with unmatched Organization affiliation.</td>
<td>UC Merced 5200 N. Lake Rd, Merced, CA 95343-5705</td>
<td></td>
<td><a href="mailto:thossain@ucmerced.edu">thossain@ucmerced.edu</a></td>
<td>View</td>
</tr>
</tbody>
</table>

Is the Principal Investigator a staff, student, postdoctoral scholar or other trainee?

- Yes
- No

Will the results of this study contribute to generalizable knowledge?

- Yes
- No
STEP 9:
Fill out Self-Exemption Determination Page

Self-Exemption Determination

Study Title

Provide the full title of the study.

Exempt Categories

Select the appropriate Exempt Category as it applies to the proposed study.

☐ (1) Research, conducted in established or commonly accepted educational settings, that specifically involves normal educational practices that are not likely to adversely impact students' opportunity to learn required educational content or the assessment of educators who provide instruction. This includes most research on regular and special education instructional strategies, and research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

☐ (2) Research that only includes interactions involving educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior (including visual or auditory recording) if at least one of the following criteria is met:

(i) The information obtained is recorded by the investigator in such a manner that the identity of the human subjects cannot readily be ascertained, through identifiers linked to the subjects.
STEP 10: Fill out Additional Information Page and Click Complete Submission
STEP 11:
Click Confirm
STEP 12: Click Certify
STEP 13: Click Confirm

- Certifying that I and any Co-Investigators or Other Investigators comply with reporting requirements of the UCM Conflict of Interest Committee (COIC);
- Certifying that the information, data, and/or specimens collected for the research will be used, disclosed and maintained in accordance with this protocol and UCM policies;
- Following this protocol without modification unless (a) the IRB has approved changes prior to implementation or (b) it is necessary to eliminate an apparent, immediate hazard to a participant(s);
- Verifying that all key personnel listed in the protocol and persons obtaining informed consent have completed human subjects/IRB training;
- Verifying that all personnel are licensed/credentialed for the procedures they will be performing, if applicable;
- If applicable, applying for continuing review of the protocol at least annually unless directed by the IRB to apply more frequently;
- Conducting the protocol as represented here and in compliance with IRB determinations and all applicable local, state, and federal law and regulations; providing the IRB with all information necessary to review the protocol; refraining from protocol activities until receipt of initial and continuing formal IRB approval.