

IRB Application Process

(updated 1-10-2020)

I. “Not Research” Review

1. Complete “not research” IRB application, place in the IRB applications for approval folder
2. Let your center manager know it is ready for review
3. Once approved by manager, let IRB manager and Research Director know the application is ready for review
4. Research director will approve or make comments for review
5. Once application is approved/ edits are made, IRB manager will send to IRB secretary
6. IRB secretary (OGC) will review and approve as not research
7. Once signed by OGC, project can begin

II. Full Review

1. Complete full IRB application, place in the IRB applications for approval folder
2. Let your center manager know it is ready for review
3. Once approved by manager, let IRB manager and Research Director know the application is ready for review
4. Research director will approve or make comments for review
5. Once application is approved/ edits are made, IRB manager will send to IRB secretary
6. IRB secretary (OGC) will review and approve for the IRB meeting
7. IRB manager will add to the meeting agenda, and send meeting materials to IRB members before the meeting
8. Application will be discussed and voted on at meeting
9. Once signed by chair (or appointee), research can begin

III. Exempt Review

1. Complete full IRB application & exempt application, place in the IRB applications for approval folder
2. Let your center manager know it is ready for review
3. Once approved by manager, let IRB manager and Research Director know the application is ready for review
4. Research director will approve or make comments for review
5. Once application is approved/ edits are made, IRB manager will send to IRB secretary
6. IRB secretary (OGC) will review, approve as exempt, and send to IRB members for review
7. IRB members have 10 business days to object to the application
8. If no objections are received, research can begin

IV. Expedited Review

1. Complete full IRB application, place in the IRB applications for approval folder
2. Let your center manager know it is ready for review
3. Once approved by manager, let IRB manager and Research Director know the application is ready for review
4. Research director will approve or make comments for review
5. Once application is approved/ edits are made, IRB manager will send to IRB secretary
6. IRB secretary (OGC) will review and approve for expedited review
7. IRB manager will send to IRB chair or appointee for review
8. Once signed by chair (or appointee), research can begin