

## PROTOCOL REVIEW PROCEDURES

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### REVIEW OF EXEMPT RESEARCH

Completed protocols should be submitted to the Research and Sponsored Programs office for review by the IRB Chair or designee. Research and Sponsored Programs will notify you when your protocol is approved as EXEMPT. You may NOT begin your research until you receive the approval notification from that office.

Once approved, you will not need additional review of your protocol unless you make modifications to your original protocol submission.

If the IRB Chair or designee determines that your protocol is not EXEMPT, needs clarification/modification, or requires FULL BOARD review, you will be notified and given instructions on how to proceed.

The IRB requires a minimum of ten business days to complete review of EXEMPT protocols.

### REVIEW OF EXPEDITED RESEARCH

If your project is classified as minimal risk and qualifies for EXPEDITED review, you must submit your protocol to Research and Sponsored Programs for review by the IRB Chair or designee. Research and Sponsored Programs will notify you when your protocol is approved. You may not begin your research until you receive the approval notification from that office.

If the IRB places a conditional approval on your protocol, you will not receive official approval until the IRB Chair reviews and approves the required modifications. Once you have met those conditions, you will receive notification of condition fulfillment approving your protocol for one year. (Instructions for submission of **Condition Fulfillment** presented later in this GUIDE.)

The IRB will NOT provide approval letters to funding agencies until all the conditions necessary to approve the protocol have been met.

If the IRB Chair or designee determines that your protocol does NOT qualify for EXPEDITED review and requires FULL BOARD review, you will be notified and given instructions on how to proceed.

If at any time you modify your expedited protocol, you must submit those changes to Research and Sponsored Programs for review and approval by the IRB. Instructions to submit protocol **Modification** presented later in this GUIDE.

The IRB requires a minimum of ten business days to complete review of EXPEDITED research.

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**REVIEW OF FULL BOARD PROTOCOLS**

If your project requires FULL BOARD review, you must submit your protocol to Research and Sponsored Programs for review by the IRB Chair or designee by the appropriate deadline. The Board meets in closed session. You will receive documentation providing an approximate time the Board will discuss your protocol. The IRB encourages you to attend the FULL BOARD review to provide any clarification the Board may need. At the meeting, the IRB may approve, conditionally approve, reject, or table (e.g. due to insufficient information) your protocol.

After the meeting, Research and Sponsored Programs will notify you of the status of your protocol. If the IRB places a conditional approval on your protocol, you will not receive official approval until the IRB Chair or the Full Board reviews and approves the required modifications. Once you have met those conditions, you will receive notification of condition fulfillment approving your protocol for one year. The IRB will NOT provide approval letters to funding agencies until all the conditions necessary to approve the protocol have been met.

If at any time you modify your protocol, you must submit those changes to Research and Sponsored Programs for further review by the IRB.