**IRB Procedures**

Faculty advisor *carefully* reviews application

Researchers complete training, application and supporting documents (including review of decision trees and determination if activities are “research”)

Student(s) make revisions and faculty advisor reviews prior to re-submission

Approval letter and exempt stamp to PI

***Updated Jan 2019***

Exempt:

Review by chair

**NO**

**NO**

Full IRB application is sent to the IRB chair for administrative review

**YES**

Student PI(s)?

Research Proceeds

Approval letter and stamp to PI

**YES**

Send back again until approved

**NO**

**YES**

**NO**

Are changes required?

Approval letter and stamp to PI

Send back again until approved

**YES**

**NO**

Are changes required?

**YES**

**YES**

Research Proceeds

Are changes required?

Needed changes reviewed with PI who is encouraged to re-submit with letter addressing proposed changes

Submit at least 10 business days prior to IRB meeting; invited to the meeting

Send back to PI who needs to re-submit with letter addressing proposed changes

Research Proceeds

Research Proceeds

Approval letter and stamp to PI

Application needs revision

Limited/Expedited:

Review by chair and at least one other IRB member

Review Level Determined

Full:

Full IRB reviews Chair