You have submitted your IRB Application.
What happens next?

Assigning an ID#
IRB applications are emailed to rsp@uni.edu. Student PIs also need to “cc” their Faculty Advisors. After a new IRB protocol is received at our office, we assign a unique number and log it in our system.

Screening
After processing the protocol in the IRB system, an IRB staff member screens it based on the following criteria: Are all questions answered? Are all pertaining forms/documents attached? (e.g. list of research questions, consent/assent forms, training in Human Participants research protections, letter of cooperation, recruitment scripts, foreign language translations, etc…)

Screening – Questions
If items are missing and/or the screener has questions based on the information provided in the protocol, the PI and Co-PI/Faculty Advisor are contacted via email to ask for clarifications and/or the missing items. Once the application is complete, the staff member forwards the protocol to an IRB committee member for the primary review.

Review by IRB Committee Member – Exempt and Expedited
Minimal risk study protocols are forwarded to one IRB member for review. IRB members strive to complete the review within 2 weeks of receiving it.

Full Board Reviews ONLY!
If the protocol requires a full board review, the protocol is sent out to all IRB members to read before the monthly meeting. Therefore, all documents for full board reviews must be received by the IRB office at least two weeks before the next meeting date. PI(s) and Faculty Advisors are invited to attend the board meeting when their protocol is discussed.
Reviewers Feedback – Exempt and Expedited
If the reviewer has questions, they email the PI(s) directly to ask for clarifications.

Reviewer Feedback - Full Board Reviews ONLY!
The primary reviewer facilitates the discussion during the full board meeting, and then emails the IRB’s decision to the PI. This email also contains the board’s requests for changes and revisions, if any.

Approval
Once the review is complete and the protocol is approved, the reviewer notifies the PI(s) in an email. This email contains the type and category of IRB approval, the date of approval and a reminder to request approval of any future modifications. Study activities may commence upon the receipt of this email. If requested, a formal hard copy letter can be sent to the PI as well.

Exempt
If a protocol is approved as Exempt, there is no need to submit continuing review forms. PI(s) still need to submit a modification request for any changes to the protocol.

Expedited
If a protocol is approved as Expedited, there is no need to submit continuing review forms. PI(s) still need to submit a modification request for any changes to the protocol.

Full Board
If a protocol is approved as Full Board - the PI(s) are required to submit a continuing review form annually. No research activity may take place – not even data analysis – beyond the date indicated on the approval letter, unless the protocol is renewed and approved through continuing review. PI(s) need to submit a modification request for any changes to the protocol.