

IVC-IRB Application Process Overview

Step 1

- Researcher submits application with supporting material for review.

Step 2

- Confirmation of receipt, initial review for completeness, & assigned protocol number.
- Follow-up with PI for outstanding items, if any.

Step 3

- Complete applications are forwarded to the IRB chair for initial review and/or assignment.

Step 4

- Based on the initial review, applications follow 1 of 3 review processes:

Exempt (Minimal Risk)

- 30 day timeline from complete submission
- Reviewed by IRB Chair/Designee
 - Approval
 - Modification Required
- No need for on-going review
- Notified of decision via email.

Expedited (Moderate Risk)

- 30 day timeline from complete submission
- Reviewed by IRB Committee
 - Approval
 - Modification Required
 - Denial
- No need for on-going review, unless determined by full board
- Notified of decision via email.

Full (High Risk)

- 60 day timeline from complete submission
- Reviewed by IRB Committee, assigned to 2 primary reviewers
 - Approval
 - Modification Required
 - Denial
- Requires on-going review (at least annually)
- Notified of decision via email.