

Estimated Timelines for IRB Review

Please note: The following time estimates reflect the IRB goals during normal operations. The office is currently in a transition, with an ongoing search for a new director. Because the office is understaffed, processing times may be longer than usual. We will do all we can to minimize disruptions, but please be patient during this transition.

TYPE OF REVIEW	Estimated * Business Days	TIPS
Assignment to IRB Staff	2.5 days after receipt	You are encouraged to submit your IRB-1 documents at any time. However, please submit no later than Noon on the applicable Friday deadline in order to have your project considered for review at the next monthly meeting of the IRB should that be necessary.
New Exempt Applications – Pre-review (initial review with IRB staff)	5 days *	Respond promptly and completely to office comments; attach all revised material.
New Applications (non-exempt) – Pre-review (initial correspondence with IRB staff)	5-10 days*	Respond promptly and completely to office comments; attach all revised material.
IRB Review - New Protocol (under expedited procedures)	25 days *	Respond promptly and thoroughly to IRB member questions and comments. Submit all revised material.
Review by the Full Board (new, amendments, and renewals)	Monthly meeting	Respond promptly and thoroughly to IRB member questions and comments. Submit all revised material.
Renewals – (under expedited procedures) Pre-review (initial correspondence with IRB staff)	No later than 2 weeks prior to expiration*	Renewal forms are e-mailed 60 and 30 days prior to expiration. Follow all directions on the renewal form. Avoid common problems: <ul style="list-style-type: none"> • Be sure the renewal form is <u>complete and signed</u> • Check enrollment figures for accuracy – the total number of subjects enrolled since inception must equal the total reported on the previous renewal plus total enrolled since last renewal • Attach all currently approved consent forms • When adding research personnel submit documentation of training
Research amendments – (under expedited procedures) Pre-review (initial correspondence with IRB staff)	10 days *	Please submit mark-up and final version of the application and all affected documents.

*** The time estimates assume the following:**

1. Application is **complete and signed**
2. Provide copies of documentation of required **human research training**
3. Required attachments are submitted and are complete:
 - Consent documents or scripts, consent waivers; information sheets
 - Recruiting material (e.g., flyers newspaper ads, oral scripts)
 - Screening materials
 - Measures: tests, surveys, questionnaires, interview questions
4. Also submit the following when appropriate for your research:
 - Funding proposal
 - Equipment Form (Appendix A)

- Drugs/Devices Form (Appendix B-1 and B-2)
- Biological Materials Form (Appendix C)