

# IRB Review and Submission Process: Applicability/Initial Review & Determinations

**Additional Info**

When unsure if human subjects are involved, request a determination Form found here:

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IRB Administrator reviews to ensure the PI included all the information needed by the IRB to provide a determination.

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IRB reviews & documents the official determination. IRB Administrator notifies PI in writing. PI may provide additional information and request a second review if needed.

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PI completes application package & submits to IRB Administrator . IRB forms

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IRB Administrator reviews for completeness and compliance. PI is contacted if updates are needed. When complete package is sent to the IRB for review.

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IRB reviews. Exempt & expedited research is reviewed by the IRB Chair/ Vice Chair. All other research reviewed by the convened IRB. If updates are needed the PI is notified. IRB recommends approval to the IO who is the approval authority of all human subject research.

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IO reviews research. Approves, requires updates or disapproves. The IRB Administrator notifies the PI. Once IO approves the PI may begin research. Any changes to approved research must be reviewed and approved by the IRB and IO.

