Estimated Timelines for IRB Review

TYPE OF REVIEW	Estimated Business Days *(based on date of submission)*	TIPS
Assignment to IRB Staff You will receive a notification of receipt by a member of the IRB staff.	2.5	You are encouraged to submit your IRB-documents at any time.
New Exempt Applications – Determination (initial review with IRB staff) *Exempt review is performed by IRB administrative staff using the Request for Exemption worksheet. Research may be exempt if the research is minimal risk and is considered exempt under 45 CFR 46.101(b) and in compliance with OHRP guidelines.*	10 days * **If complete and no revisions are required.**	Respond promptly and completely to office comments; attach all revised material.
New Applications (non-exempt) – Screening (initial correspondence with IRB staff)	5-10 days* **If complete and no revisions are required.**	Respond promptly and completely to office comments; attach all revised material.
IRB Review - New Protocol (under expedited procedures) *Research may be reviewed by the IRB using an expedited procedure if it is minimal risk*** *and is an expedited category, as specified by OHRP Categories of Research.*	20 days * **If complete and no revisions are required.**	Respond promptly and thoroughly to IRB member questions and comments. Submit all revised material.
Review by the Full Board (new, amendments) *Research is reviewed by a convened IRB if it exceeds minimal risk.* *Examples include: prisoner research, sensitive research topics and research involving more than minimal risk.*	30-60 days* **If complete and no revisions are required.**	Respond promptly and thoroughly to IRB member questions and comments. Submit all revised material.
Renewals – (under expedited procedures) Screening (initial correspondence with IRB staff)	No later than 2 weeks prior to expiration*	Renewal reminders are submitted every 2 weeks starting at 90 days from expiration. Follow all directions on the renewal form. **Avoid common problems:** • Be sure the renewal form is **complete and signed** • 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
Renewals – (by Full Board) **Screening** (initial correspondence with IRB staff) **Social Science IRB** **The application must be submitted to the office of the IRB no less than 45 days prior to the next meeting.** **Adult Health** **The application must be submitted to the office of the IRB no less than 30 days prior to the next meeting.**		Renewal reminders are submitted every 2 weeks starting at 90 days from expiration. Follow all directions on the renewal form. Avoid common problems: o Be sure the renewal form is complete and signed o 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 o Attach all currently approved consent forms o When adding research personnel submit documentation of training
Research amendments – (under expedited procedures) **Screening** (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 (CITI)
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
   - Grant award notice

****Minimal risk** means that the probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests (45 CFR 46.102(i).