

HSRB/IRB Review Procedures for Tier I

The student or faculty researcher submits the Tier I Application Form to the AVPAA and to the HSRB/IRB Chair for review.

The HSRB/IRB Chair determines whether the proposal has been submitted for the proper level of review and then takes the following steps depending upon the level of review:

Exempt Review

The HSRB/IRB Chair reviews the proposal.

- If the proposal fits the exempt criteria, the HSRB/IRB Chair notifies the researcher that the exemption is granted. This notification is made in writing.

Expedited Review

The HSR/IRB Chair assigns the proposal to one or more committee members.

- The committee member(s) review the proposal.
- The reviewer(s) notify the Chair of either the expected revisions to be made to the proposal to make it acceptable or that the proposal is acceptable.
- The Chair notifies the researcher when the expedited review has been granted.

Full Board Review

The HSRB/IRB Chair assigns the proposal to be read by all committee members.

- The committee members review the proposal.
- The reviewers notify the Chair of either the expected revisions to be made to the proposal to make it acceptable or that the proposal is acceptable.
- The Chair notifies the researcher when the full board review has been approved.
- All reviewers sign the approved proposal.

Written notice of HSRB/IRB approval is sent to the researcher, the Assistant Vice President for Academic Affairs, and the HSRB/IRB committee members. Projects are approved for a period of one year. If the project runs longer than one year, an extension must be approved before research may continue.

*In-class data collection (demonstrations), while not subject to HSRB/IRB review, should nonetheless follow ethical guidelines. Contact the HSRB/IRB with any questions.