Process Steps

After a formal application has been submitted, the IRB follows the steps below to process and approve a proposed study in compliance with federal guidelines. You may wish to use this page as a checklist of instructions/steps required before your research begins.

1. You complete and submit a formal application.

For students: Your application is not officially submitted to the IRB until your research adviser approves it. When you submit your application online, we will immediately notify your adviser via email. However, you may wish to contact your adviser directly to ensure that he or she gives it a prompt review.

2. The application is processed by the IRB Committee.

All applications begin to be processed at 5 p.m. on the Thursday after submission. However, student applications will be revised by the student's research adviser before they are processed.

3. You receive email notification of the IRB decision.

Within 10 days after processing starts, the IRB will send an email notifying you of the study's approval, or requesting that you supply missing/additional information.

If missing/additional information is requested, you must complete a revised application and resubmit it. Return to step 1 above.

According to Federal regulations, certain types of research must be discussed by the entire committee meeting in person. If your project falls within this category, there will be a delay in processing your application until the committee's next scheduled meeting. If this happens, you will be informed by email of the delay and the date by which you will hear back from the committee.

4. Research may begin.

Once you receive email notification of approval from the IRB, you may begin your research immediately. You do not have to wait for the formal letter of notification.

5. Formal letter is sent.

A few days after receiving the email notification of approval, the IRB chair will send a written letter through campus mail finalizing the process.