

IRB REVIEW PROCESS

Please submit an electronic copy of your IRB protocol to irbprotocols@simmons.edu.

Upon receipt of your proposal, an IRB primary reviewer will designate its review status: either **exempt** from review, or requiring **expedited**, or **full** review.

Levels of IRB Review

Exempt and Expedited proposals will be reviewed upon submission, and disposition usually requires no more than one week. Full reviews usually require three to four weeks for disposition, as they involve a meeting of the full IRB Committee, and attendance by the primary investigator. The IRB meets monthly during the Academic Year to discuss proposals requiring full review. The deadline for submission of proposals for Full Review is usually the first day of each month in which the meeting is scheduled. Contact the Human Protections Administrator for summer scheduling of Full Review proposals.

Guidelines for proposal submission are the same regardless of the level of review.

Exempt Status

Only a primary reviewer can determine whether a research proposal is exempt from review by the full Institutional Review Board. If the project is determined to be exempt, you will receive an approval letter to that effect.

Expedited Review

Research for which the IRB may use an Expedited Review procedure authorized in Subsection 110 of 45CFR46 is any research, which involves no more than minimal risk to the subjects.

Full Review

If research does not satisfy the guidelines for Exempt or Expedited Review, as designated by the primary reviewer, the IRB will meet as a full committee to consider the proposal.