

## Saint Martin's University IRB Flow & Timeline

Minimum time from submission (**for complete submissions**): **12 working days**

Maximum time from submission (**for complete submissions**): **20 working days**

**Incomplete submissions will extend indefinitely until the researcher makes the required updates and responds to committee inquiry and directions.**

### PLEASE NOTE:

These estimates are for electronic submissions emailed (the committee does not accept proposals on paper) to the [irb@stmartin.edu](mailto:irb@stmartin.edu), that are typed, that include a fully completed and signed **Cover Sheet** (<https://www.stmartin.edu/documents/institutional-review-board-application-form>) that include all the required information and format defined on the **IRB Protocol Preparation Guide** (<https://www.stmartin.edu/documents/institutional-review-board-preparation-guide>). If information is not included in the documents (not in a link but included in the text) you run the risk of being reclassified as an incomplete submission. An incomplete submission requires extra time for us to articulate what is missing, for you to create and provide the needed documentation, and then for the chair and/or the committee to re-review the submissions.

1. Fall semester: IRB committee members begin weekly review of submissions the 2nd week of the fall semester and will complete their reviews by the 16th week of the fall semester of submissions **that were submitted by and deemed complete by the Chair/Leadership of the Board by the 12th week of the semester.**

IRB reviews begin week #2 of the fall semester. No fall review activity after week #16 of the semester

2. Spring semester: IRB committee members will resume weekly review during the 2nd week of the spring (of new proposals and all proposals that were not deemed complete as of the 12th week of the fall) semester and will complete reviews by the 16th week of the spring semester for submissions **that were submitted by and deemed complete by the Chair/Leadership of the Board by the 12th week of the semester.**

IRB reviews begin week #2 of the spring semester. No spring review activity after week #16 of the semester

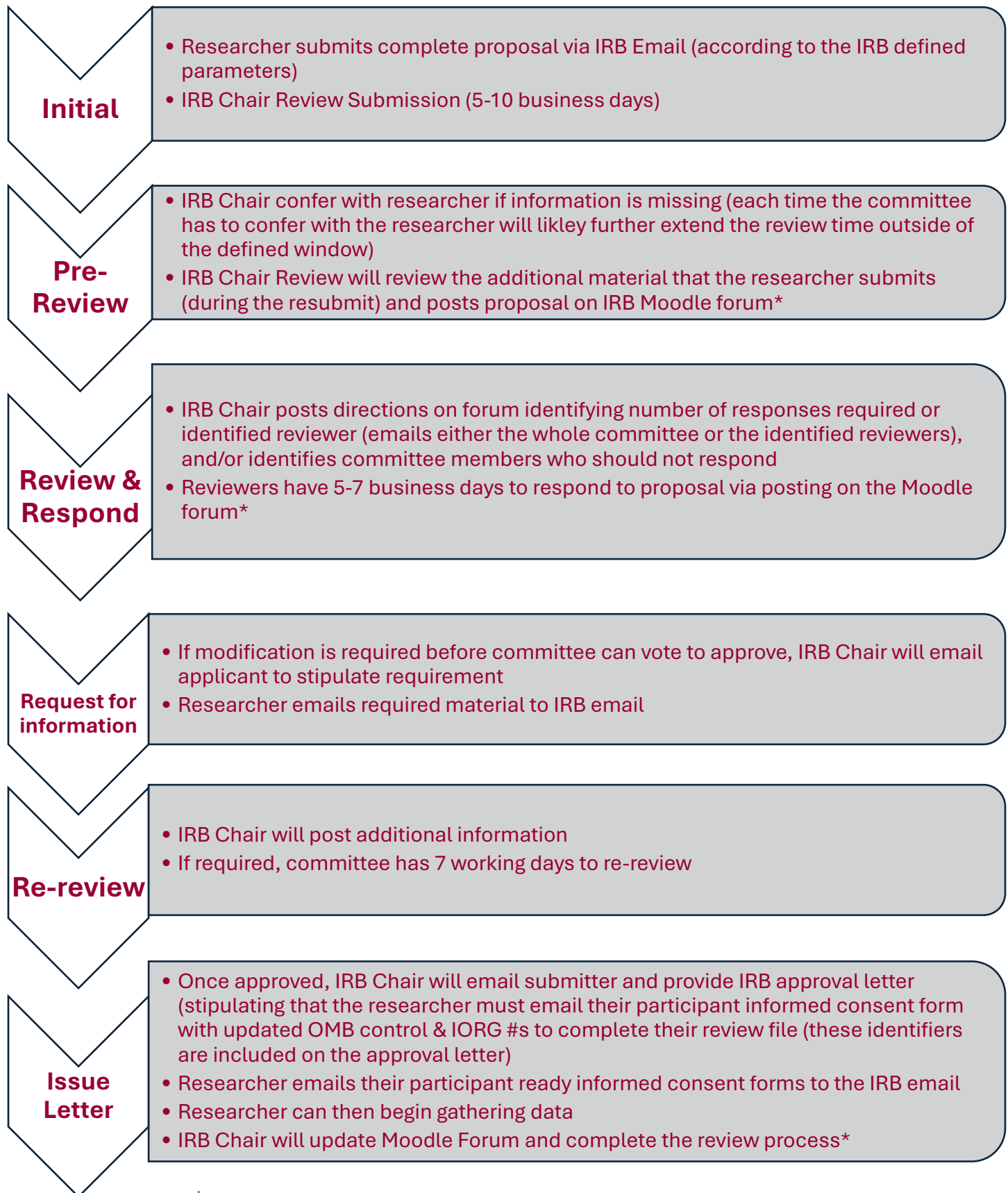
3. Summer semester: IRB faculty members (under 11- or 12-month contract) and our community member will review exempt or expedited proposals submitted after spring week 13 through the 3rd week in June and will complete reviews by the 2nd week in July. Summer proposals are limited to faculty or PhD students and only.  
If an advisor (for a student other than a PhD student) wants to seek an exception for an exempt or expedited proposal, please contact the IRB chair through the IRB email. [We do not have a full staff of IRB committee members in the summer and will not review proposals that require full Board review].

IRB reviews begin 4<sup>th</sup> week of May for EXEMPT or EXPEDITED IRB proposals (deemed complete) through the 3<sup>rd</sup> week of June. No summer review activity after week #8 of 05/07 session

### Resources:

1. SMU IRB Website: <https://www.stmartin.edu/directory/offices-departments-directory/institutional-review-board>
2. IRB Review Levels Defined: <https://www.stmartin.edu/documents/saint-martins-university-institutional-review-board>

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\*IRB Chair and Members post on Moodle to provide documentation of each research proposal. Researchers do not have access to IRB Moodle or have any responsibility to post or submit on it.