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, 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.

- 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.
- 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.

No full Board IRB reviews will be completed between the spring and fall 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 week #2 of the fall semester. No fall review activity after week #16 of the semester

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

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

#### **Resources:**

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

#### Saint Martin's University IRB Flow & Timeline

### v Initial

- Researcher submits complete proposal via IRB Email (according to the IRB defined parameters)
- IRB Chair Review Submission (5-10 business days)

## Pre-Review

- IRB Chair confer with researcher if information is missing (each time the committee has to confer with the researcher will likley further extend the review time outside of the defined window)
- IRB Chair Review will review the additional material that the researcher submits (during the resubmit) and posts proposal on IRB Moodle forum\*

# Review & Respond

- IRB Chair posts directions on forum identifying number of responses required or identified reviewer (emails either the whole committee or the identified reviewers), and/or identifies committee members who should not respond
- Reviewers have 5-7 business days to respond to proposal via posting on the Moodle forum\*

## Request for information

- If modification is required before committee can vote to approve, IRB Chair will email applicant to stipulate requirement
- Researcher emails required material to IRB email

## Re-review

- IRB Chair will post additional information
- If required, committee has 7 working days to re-review

## Issue Letter

- Once approved, IRB Chair will email submitter and provide IRB approval letter (stipulating that the researcher must email their participant informed consent form with updated OMB control & IORG #s to complete their review file (these identifiers are included on the approval letter)
- Researcher emails their participant ready informed consent forms to the IRB email
- Researcher can then begin gathering data
- IRB Chair will update Moodle Forum and complete the review process\*

\*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.