East Alabama Health

IRB Review Process

Investigator submits study/project packet to IRB via IRB@eamc.org

IRB Staff
Checks application for completeness

INCOMPLETE

IRB STAFF
Requests additional information

Investigator
Submits requested information

COMPLETE

- **IRB Staff** forwards Study/Project for review by one of these 3 processes
- **Invoice** issued for IRB review fee only if industry sponsored
- **Research Conflict of Interest (RCOI) Committee** notified (if appropriate)

Exempt/NHSR Review by IRB Member &/or Staff

IRB Reviewer &/or Staff
Determines study meets Exemption or NHSR criteria

Affiliate institution(s) review & issue separate approval

IRB Reviewer
Determines study is NOT Exempt or NHSR OR need more information*

Approved/Acknowledged letter issued via in person appointment

Investigator
Has 60 days to submit requested information

Exempt/NHSR Review

Expedited Review

Full Board Review

*copy sent to IBC/IACUC if applicable

Expedited Review

Designated IRB Member & Staff
Review Study

IRB requests corrections/ additional information*

Affiliate institution(s) review & issue separate approval

IRB Defers Submission*

Investigator
Has 30-60 days to submit requested information

IRB reviews response

Investigator
Corrects/submits more information if needed

Expedited Review

Full Board Review

Approval letter issued via in person appointment

Full Board Review

Radiation Safety Committee review if applicable

IRB Pannel review study 2.5 weeks before full board meeting & have 1 week to complete review

Affiliate institution(s) review & issue separate approval

IRB requests corrections/additional information 1.5 weeks before IRB meeting*

Investigator has 1 week to respond to requested information before full board meeting

Reviewers and IRB staff review investigator's response

Investigator presents ≤ 10-minute summary of study to the full board and answers questions

IRB requests corrections/ additional information*

Deferral issued via _____*

Disapproval issued via _____*

Investigator
Has 30-60 days to submit requested information

IRB reviews response

Investigator
Corrects/submits more information

Approval letter issued via in person appointment

Full Board Review