Principal Investigator submits a completed IRB Form #1A along with the required supporting materials to the Office of Research Compliance at PO 19188.

The Office of Research Compliance will enter the information into the ProIRB database, assign a protocol number and contact the PI when it is sent for primary review by the Director of Research Compliance.

The Director of Research Compliance (IRB Designee for Primary/Exemption Reviews) will do the primary review of the protocol.

The Research Compliance Officer determines that the protocol does not meet the federal regulations defining an exemption. The protocol will undergo an expedited or a full board review.

The Research Compliance Officer determines that the protocol does fit the exemptions as defined by federal regulations. The IRB Chair will review the protocol.

The IRB Chair determines that the protocol does not meet the federal regulations defining an exemption. The protocol will undergo an expedited or a full board review.

The protocol is determined to be eligible for an exemption from the DHHS regulations. The Office of Research will notify the PI of the approval and research involving human subjects may commence. This process may take up to 1 week.