

IRB Submission Deadline Guidance

In order to ensure that the IRB meets the highest possible quality standards for the protection of the rights and welfare of all research subjects, strict review standards are in place for all submissions. To meet this objective the IRB has a standard turn-around processing time for all submissions it receives. All submissions, including full-board, expedited, exempt, determinations, modifications, adverse events, etc... have the same processing turn-around schedule. There are no rush categories and expedited does not mean faster turn-around. The deadline for submission is each Monday at 4:00 p.m. CST. The IRB Administrative staff has until Thursday at 4:00 p.m. CST to review the submission and issue a pre-review contingency letter if necessary. All pre-review contingencies must be addressed by the PI before the submission will be placed on an IRB agenda (lack of response to pre-review contingencies will delay turn-around time). Once the pre-review contingencies have been met or none exist, the submission will be assigned to an IRB reviewer and placed on the IRB agenda. The agenda is distributed to the IRB Committee on Monday and the reviewer will confirm their acceptance for the review by the next day. The reviewers have one week to review the submissions for the meeting to be prepared to discuss your submission on the following Tuesday. A letter from the IRB Chair or delegate will be sent to the PI and primary contact by the Friday following the meeting with one of the following decisions: approved, not yet approved major revisions required, not yet approved minor revisions required, Administrative Hold, or Declined.

Submission Example:

This processing schedule does not in any way guarantee an approval by the IRB committee within a certain time frame. All contingencies must be met and a final approval letter received before the research study can begin.

In the event this is an emergency use exemption request, please follow the procedures outlined in IRB policy 18.3 for a drug or biologic and 18.4 for an unapproved medical device. These policies are located on the IRB website at http://www.uams.edu/irb/IRB_Policies.asp.

EVENT	DATE
Submission Received	Monday, May 4, 2009
Administrative Staff Review	Thursday, May 7, 2009
Administrative Staff assign reviewers	Friday, May 8, 2009
Distribute the agenda to the reviewers	Monday, May 11, 2009
Reviewers confirm the agenda and begin the review process	Tuesday, May 12, 2009
The IRB Meeting convenes	Tuesday, May 19, 2009
Letters from the IRB Chair or Delegate are sent to the PI and the Study Contact	Friday, May 22, 2009

For the status of any of these submissions, please email irb@uams.edu and one of our IRB Administrators will respond to your request within one business day.