IRB Process (For all researchers)

What happens to your IRB application after it is submitted? Who Reviews it?

The application is submitted and received by the IRB Staff.

The IRB Office:
- Records receipt
- Assigns a member of the committee as designated by the chair to conduct the review
- Monitors discussion during the review and maintains a file on the correspondence
- Keeps statistics on volume, time to first response, time to approval, etc.

Request for Exemption
- Reviewed by: IRB Office
- Time to approval: 1-2 weeks

Expedited Review
- Review Assigned Based on: Committee Member Expertise, Current Workload
- Reviewed by: One IRB Committee Member
- Time to approval: 2-4 weeks

Full Review
- Review Assigned Based on: Committee Member Expertise, Current Workload
- 2 Committee Members are assigned as primary reviewers
- Reviewed by: Full Committee
- Time to approval: 4-6 weeks

Minor Revision
- What was the level of the original review?
  - Full
  - Expedited
- Do the changes increase risk?
  - Yes
  - No
- Reviewed by: Full Committee
- Time to approval: 1-2 weeks

Continuing Research
- What was the level of the original review?
  - Full
  - Expedited
- Is the Original Reviewer available?
  - Reviewed by: One IRB Committee Member
- Time to approval: 2-4 weeks

Coursework and Instructional Review
- Reviewed by: IRB Chair
- Time to approval: 1-2 weeks

What was the level of the original review?
- Expedited
- Full

California State University SAN MARCOS
IRB Review (For IRB Committee Only)

Who does what during the Review Process?

Exempt Review
- IRB Office

Expedited Review
- Committee Member

Full Review
- Full Committee

Review
- IRB Office

Request for Clarification
- Committee Member

Recommend Approval
- IRB Office

Committee Member
- Sends an email to the investigator and copies the IRB office
- The final version of the consent form is attached to email, if required

Full Committee
- Once the committee has approved the application, the lead reviewers will send an email to the investigator.

Approval Documents
- Approval letters and stamped consent forms are generated by the IRB office and sent to the investigator within 1-2 business days of approval

Time to Approval
- 1-2 weeks
- 2-4 weeks
- 4-6 weeks

The entire committee conducts the review, however two committee members are assigned to the review and act as intermediaries between the committee and the investigator during the review.