

AR-EHS / IRB Review Cycle

Monthly Review Cycle		Actions	Responsibility
1 st	15 th	Deadline for submission of IRB proposals, amendments, continuations, and completion reports Deadline for 60 day notification of proposal expiration dates Deadline for notification of reviews distributed to PIs	PI AR-EHS AR-EHS
1 st -15 th	15 th -1 st	Send email acknowledgements to PIs upon receipt of materials received Review proposals and forms received for completeness and notify PIs of incomplete paperwork Ensure that all investigators have completed required training Review of revisions to deferred and conditionally approved proposals	AR-EHS AR-EHS AR-EHS Chair/members
15 th	1 st	Upload proposals and amendments (as appropriate) to IRB reviewers' site Notify IRB of new proposals and assign reviewers Deadline for submission of revisions to deferred and conditionally approved proposals	AR-EHS AR-EHS PI
15 th -25 th	1 st -10 th	Online review of exempt/expedited proposals Review of revisions to deferred and conditionally approved proposals	IRB members Chair/members
26 th -28 th	11 th -13 th	Compilation of reviews and preparation of written communications for deferred, conditionally approved, and approved proposals	IRB chair

Note: No proposals will be reviewed during the month of December or during the first 15 days in May.