

Flowchart 1: Research Protocol Submission and IRB-NS Initial Review Process

Researcher/Principal investigator (PI)

Submit the Research Protocol Submission Form before noon of the first Monday of each month

Start your research

IRB-NS Administrator

Register and review the application for accuracy and completeness

Issue the Documentary Proof of Exemption

Issue the Certificate of Approval (COA)

IRB-NS Administration Subcommittee

Have meeting on the first Tuesday of each month to assign type of review and reviewer(s) for each application

Type of Review: Exemption

Type of Review: Expedited Review

Type of Review: Full-board Review

Assigned Reviewer(s)

1 reviewers review the study protocol and complete the Assessment Form

2 reviewers review the study protocol and complete the Assessment Form

2 reviewers review the study protocol and complete the Assessment Form and prepare for presentation

YES
Agree on the exemption?

NO
Both agree on the approval?

YES

NO

Inform the decision

IRB-NS Committee

IRB-NS full-board review

IRB-NS determination

Type 1: Approval

Type 2: Conditional approval
 • Require additional information/clarification
 • Require minor revision

Respond to query/recommendation for final IRB-NS review

Type 3: Deferral
 • Insufficient information
 • Require major modification

Response to recommendation and resubmission to IRB-NS

Type 4: Disapproval

PI may appeal the IRB-NS determination

