



### **Institutional Review Board Procedures**

- IRB meets the second Wednesday of each month from 3:15 – 4:15.
- Proposals need to be submitted to the IRB by the first of each month in order to be considered at that month's meeting.
- Proposals are to be submitted electronically to thesis advisor and then forwarded by thesis advisor, with signatures of applicant and advisor, to Kimberly Clark ([kclark3@brenau.edu](mailto:kclark3@brenau.edu)), Dean Starich's assistant, in the School of Health and Science.
- **If you are unable to provide an electronic submittal that includes the signatures of both the applicant(s) and advisor, then a hard copy, with signatures, will need to be delivered by the applicant to the IRB office located on the 3<sup>rd</sup> floor of Pearce Auditorium.**
- Proposals will be sent electronically to all committee members for their review before the meeting.
- Completed proposals will be discussed and evaluated at the meeting. Please keep in mind that ALL fields need to be filled out (Address, Email, Phone, SS#, etc). If ALL fields on the application are not filled out, then it will be returned to the advisor and applicant for completion.
- A decision letter will be sent to the researcher within three days of the meeting detailing recommendations and the decision of the committee.
- Any required revisions will need to be made and submitted to the IRB before data collection can begin. In cases where minor revisions are required, revisions are reviewed by the IRB chair soon after they are submitted. The researcher will then be notified that she/he can begin data collection. In cases where substantial revisions are required, the IRB may want to re-review the proposal before data collection can begin. In these cases, the proposal submission will follow the same procedure as a new proposal submission and will be discussed at the next meeting. The researcher cannot begin data collection until the proposal is approved.