Research

Get to know the IRB's workflow

1 **What kind of research are you doing?** Is it non-human subjects research (NHSR)? Does it use secondary data or biospecimens? Is there human interaction? Do you plan to generalize and disseminate the data/findings?

2 Based on the type of research you're doing, you'll want to complete and email to the IRB a completed Request for Waiver IRB Application for Class Projects form or a completed IRB's Request for Protocol Review form. (For NHSR, use the protocol review form, noting you're conducting NHSR.)

3 Once we receive the requisite form, **the IRB will review your documentation/wavier/protocol.** Protocol reviews will be determined as **exempt** (IRB approval not necessary), **expedited** (limited committee review necessary), or **full board** (extensive IRB review necessary.

4 Review timelines (ideally): Rolling submissions, no deadlines
- NHSR, class projects waiver, and exempt protocols: 14 days
- Expedited protocols: 3-7 weeks, based on project level of complexity
- Full board review protocols: Depends on volume of submissions; agenda space is first-come, first-served; keep IRB meeting dates in mind (no full board reviews during summer months).

5 The IRB will log your documents and follow up as needed.
Kinds of follow-up:
- necessary changes/clarifications to your protocol (if any),
- a letter acknowledging your NHSR,
- recommendation to use the class projects waiver, or
- IRB protocol determination with assigned protocol number.

6 Once we go through 1-3 rounds of changes, we finalise your project, send you the invoice and hand over the finalised files ready for you to use! All done!

irb@coloradomesa.edu

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IRB Workflow

Step 1: Determine your research type

- Is it non-human subjects research (NHSR)?
- Does it use secondary data or biospecimens?
- Is there human interaction?
- Do you plan to generalize and disseminate the data/findings?

Step 2: Complete and submit the appropriate form

- **Class projects**: Request for Waiver IRB Application for Class Projects form
- **Other research**: IRB's Request for Protocol Review form
    - (For NHSR, use the protocol review form and note that you are conducting NHSR.)
- Email the completed form to irb@coloradomesa.edu.

Step 3: IRB review process

- The IRB will review your documentation and determine:
    - Necessary changes or clarifications to your protocol (if any)
    - Letter acknowledging your NHSR
    - Recommendation to use the class projects waiver
    - IRB protocol determination with assigned protocol number

Step 4: IRB protocol types

- **Exempt**: IRB approval not necessary
- **Expedited**: Limited committee review necessary
- **Full board**: Extensive IRB review necessary

Step 5: Timeline for IRB follow-up

- **NHSR, class projects waiver, exempt protocols**: ~14 days
- **Expedited protocols**: 3–7 weeks (depending on project complexity)
- **Full board review**: Timeline varies based on submission volume and meeting dates (*No full board reviews during summer months.*)

Step 6: Final Steps

- The IRB logs your documents and follows up as needed.
- Typically, 1–3 rounds of changes may occur.
- Once finalized, you receive your IRB determination and assigned protocol number.