



OFFICE OF RESEARCH

3100 CLEBURNE STREET | HOUSTON, TEXAS 77004 | 713.313.4245

IRB PROTOCOL PROCESS & TIMELINE

RESPONSIBLE PARTIES		
Principal Investigator (PI) Responsibilities	Office of Research Enhancement and Compliance Services Responsibilities	IRB Committee Responsibilities
Prompt submission of protocol and response to committee feedback	Assign protocol to IRB for review; provide committee review feedback to PI and PI response back to committee	Review and comment on submitted protocols; approve or disapprove protocols
EVENTS, TIMELINES & RESPONSIBILITIES		
1. Create protocol. Submit protocol in 7 days or less after completion.	2. Assign protocol to committee for initial review in 3 days or less after receipt.	3. Conduct initial review and provide feedback within 10 days.
If Initial Review Outcome = Return for Modification		
	4. Prepare review summary and forward to investigator 3 days or less after review.	
5. Respond to committee feedback within 7 days, including protocol resubmission.	6. Assign resubmitted protocol to same committee members (if not full committee review) within 2 days after receipt.	7. Review PI response(s) and provide feedback within 3 days of assignment.
If Modification Review Outcome = Return for Modification		
	8. Prepare review summary and forward to investigator no less than 3 days after review.	
9. Respond to committee feedback within 7 days, including protocol resubmission.	10. Assign resubmitted protocol to same committee members (if not full committee review) within 2 days after receipt.	11. Review PI response(s) within 2 days of receipt.
If Review Results = Return for Modification, NOTIFY PI for In-Person Consult		
	12. Generate meeting request notification to PI within 2 days	
13. Respond to meeting request within 5 days.	14. Within 2 days, send meeting invitation to committee members and investigator.	15. Within 3 days, confirm scheduled meeting.
If Review Outcome = Approve		
	16. Generate approval notification to PI within 2 days of review	17. (Committee Chair) Sign approval document within 3 days

Note: The count of days does not include: weekends, holidays, planned and unplanned campus closures.