The student or faculty researcher submits the proper proposal format for IRB review to the IRB Coordinator.

- For students that is the “Review of Student Project Form”
- For faculty research projects the proposal includes “Part I: The Proposal Cover Form”, “Part II: Description of the Study”, and “Part III: Human Subject Protection”.

The IRB Coordinator determines whether the proposal has been submitted for the proper level of review and then takes the following steps depending upon the level of review.

### Exempt Review
- The IRB Coordinator assigns the proposal to be read by one
- If the proposal fits the exempt criteria, the IRB Coordinator notifies the researcher the exemption is granted. This notification is in writing.
- The entire Board is notified of this decision at its next full board meeting.

### Expedited Review
- The IRB Coordinator assigns the proposal to be read by two committee members.
- The two committee members review the proposal.
- The reviewers notify the Coordinator of either the expected revisions to be made to the proposal to make it acceptable or that the proposal is acceptable.
- The Coordinator notifies the researcher when the expedited review has been granted.
- Both reviewers sign off on the approved proposal.
- The full board is informed of these expedited decisions at its next full meeting.

### Full Board Review
- The IRB Coordinator assigns the proposal to be read by all committee members.
- The committee members review the proposal.
- The reviewers notify the Coordinator of either the expected revisions to be made to the proposal to make it acceptable or that the proposal is acceptable.
- The Coordinator notifies the researcher when the full board review has been approved.
- All reviewers sign off on the approved proposal.

Written notice of IRB approval is sent to the researcher, the provost and the IRB committee members. If the project runs longer than one year past the approval date, there must be an extension approved before research may continue.