

**INSTITUTIONAL REVIEW BOARD
THE UNIVERSITY OF MONTANA-MISSOULA**

PROCEDURES FOR REVIEW OF RESEARCH PROPOSALS

POLICY:

The following standard procedures will be followed for all human research proposals submitted to the UM IRB.

PROCEDURES:

1. Upon request by the UM IRB office, each proposal for human subject research will be "date stamped" as received and will be given to the UM IRB Chair.
2. The UM IRB Chair will review the proposal for completeness and will determine if full IRB review is required and if the proposal can receive Expedited Review or Exempted.
3. The UM IRB Chair will contact the Project Director(s) if there are deficiencies.
 - A. If there is sufficient time between receipt of the proposal and the deadline for preparing packets to be mailed to the IRB Membership, the IRB Chair will try to get the corrected documents into the proposal.
4. An agenda, supplemental information (i.e., minutes and memos from the previous IRB meeting), and each complete proposal will be mailed to each IRB member at least a week prior to the meeting.
5. At the scheduled UM IRB meeting each proposal will be reviewed and discussed. The IRB Chair will take notes of required action, items arising from the discussion, and the discussions will be tape-recorded for subsequent transcription.
6. Within five (5) working days of the UM IRB meeting, the IRB Chair will send the results of decisions made by the UM IRB on the proposal to the Project Director. This will include a copy of the "signed checklist" with the results or approvals checked off and may include a memorandum outlining any deficiencies in the proposal.
7. If approved, the applicant may proceed with the study upon receipt of a copy of the "approved checklist".

8. If conditions must be met for approval, these must be submitted to the UM IRB Chair for review and approval; if approved, a memo will be sent to the Project Director(s) informing them that the study may be initiated.
9. If the proposal must be revised and resubmitted, the revised application will be submitted for review by the entire IRB at the next scheduled meeting.
10. Action taken by the UM IRB Chair on Expedited Review and Exempted proposals will be communicated to the Project Director by sending a copy of the "signed checklist".

APPROVED: 
Chair, UM IRB

DATE: 11/12/03