

Full Board Process

1. Investigator submits a complete IRB Protocol Form to the ORC (email: IRBsubmit@auburn.edu). There are no deadlines for expedited submissions.

- Deadlines for submission are posted here.

2. Protocols are assigned primary and secondary reviewers and an Agenda is constructed.

3. All protocols on the Agenda are distributed to the Board members the week prior to the scheduled IRB Meeting.

4. Approvals or IRB comments, suggestions, or recommendations for any protocol requiring revisions or resubmission are communicated by email from the ORC to the investigator.

5. Investigators address comments for protocols which require revisions. A complete revised protocol packet, including a memo outlining how each of the IRB's comments were addressed, must be submitted to the ORC.

6. The IRB, selected IRB Member(s), or ORC, depending on the issues, will review the revisions.

7. The investigator will be contacted via email if the revisions do not adequately address the IRB's comments.

8. The investigator will receive written documentation of protocol approval from the ORC along with copies of the stamped version of the approved consent document(s) (Informed Consent or Information Letter).

- When consenting participants, investigators MUST use the approved consent document containing the IRB's approval stamp. This allows participant(s) to see that the document has been reviewed and approved by the IRB and that the document approval dates are current.

9. The IRB may approve "Full Board" projects for up to 1 year. Renewal requests must be submitted by the PI prior to the expiration date of the protocol and with sufficient time for the IRB to review and respond to the submission before the protocol expires.

10. A Request for Modification Form must be submitted to the IRB for review and approval prior to implementation of any changes to a project approved by the Full Board.

11. At the completion of the project, Final Report Forms are required to close Full Board Protocols.