1. PURPOSE

1.1. This procedure establishes the process to pre-review a request for approval (approval of new research, continuing review of research, or modification to previously approved research, request for study closure).
1.2. The process begins when the IRB receives the submission.
1.3. The process ends when the information has been placed on the agenda for a convened Full Board IRB meeting or will be handled by Non-Full Board Review.

2. POLICY

2.1. The submission history is maintained in myIRB
   The policy outlines office pre-review of designated submission types

3. RESPONSIBILITY

3.1. IRB staff members carry out these procedures.

4. PROCEDURE

4.1. Assess for appropriate review path, if the incorrect study type was selected, it will be sent back to the investigator to correct.
4.2. In myIRB, assign to the designated IRB Office staff pre-reviewer.
4.3. Complete office pre-review process in myIRB.
   4.3.1. If the information is not complete prior to assigning it to a reviewer or sending to full board, enter the questions/comments on the applicable SmartForm page in myIRB and submit back to the investigator. If the investigator does not make all the modifications, continue processing and send it to an Expedited reviewer or for full board review.
   4.3.2. If the investigator wishes to withdraw the submission, send the submission back to investigator for withdrawal.
4.4. Evaluate the most likely level of review:
   4.4.1. If the request can be handled as a Non-Full Board Review and assign the submission to the Exempt or Expedited reviewer, follow “POLICY: Non-Full Board Review Preparation (HRP-103)”.
   4.4.2. If the request cannot be handled as a Non-Full Board Review, place the protocol on the agenda for a convened IRB meeting
      4.4.2.1. Choose the activity “Assign to Meeting” and choose which meeting the submission should be assigned to.
      4.4.2.1.1. If the submission was previously deferred by the convened IRB, assign to the same board members that did the first review if possible.
4.4.3. Reference “POLICY: Full Board Review Preparation (HRP-105)."

5. REFERENCES

5.1. None