

HEIDELBERG UNIVERSITY INSTITUTIONAL REVIEW BOARD (IRB)



Closures over the Holidays and Review of Timelines

Research Proposals will not be reviewed when the University is closed for breaks (Thanksgiving, Christmas/Winter, Spring Break, and Summer Break). Proposals can be submitted, but a review of proposals will be delayed. Expedited Proposals will be reviewed the week before classes start in the Fall, and the week before classes start in the Spring. Full Review Deadlines are established at the end of Spring before the start of the next academic year, and can be found on the IRB's Canvas page and on [Inside](#).

Before reviewing a submitted proposal, the IRB Chair will ensure that the following has happened:

Research being conducted by Students/with Students

- A Faculty/Staff Advisor has emailed the IRB Chair approving the submission of the Proposal
- All Faculty/Staff researchers/advisors have completed the IRB Ethics Training and received 100% on all quizzes. This must be completed every two years.
- All students have completed the IRB Ethics Training and received 100% on all quizzes. This must be completed every two years.
- All students have completed the Navigating HU's IRB Training. This must be completed once. Dates are on the IRB's Canvas page and on the [IRB's page](#) on Inside.

Research being conducted by only Faculty/Staff

- A Faculty/Staff Advisor has emailed the IRB Chair letting them know that a research proposal has been submitted.
- All Faculty/Staff researchers/advisors have completed the IRB Ethics Training and received 100% on all quizzes. This must be completed every two years.

For Expedited Proposals: The IRB Chair will then assign the Proposal to two reviewers. the reviewers will then notify the researchers within 5-10 business days

For Full Reviews: The entire IRB committee will meet the week after the submission deadline (See the IRB Canvas page or the IRB page on Inside). After the group discussion, an assigned reviewer will notify the researcher/s within 10-12 business days.

Revise and Resubmit: Most Proposals will have required revisions. When submitting revisions, the Advising Faculty (if working with students) or the Lead Researcher (if the researchers are only Staff/Faculty) must send the IRB reviewer/s an email informing them of the submitted revisions. The revisions will count as an Expedited Review and the IRB reviewer/s will notify the researchers within 5-10 business days.