

AMR IRB / Grant Review Committee

Review Procedures

Grant Review*

If a grant requires approval by the Office of Sponsored Programs, **please** adhere to the following timeline:

1. 3 weeks prior to grant due date, submit the listed items electronically to AMR/IRB Grant Review Committee
 - a. Grant requirements and/or Request For Proposals (RFP).
 - b. Grant
2. 2 committee members and the committee Chair will review and return within 3-5 days
 - a. Committee electronic reviews will be disseminated through the Chair and will be distributed to the Department Chair
3. 2 weeks prior to grant due date, submit the grant and RFP to AMR Department Chair
4. Upon approval (1 week prior to due date is best), submit completed grant documents to Office of Sponsored Programs

If a grant is internal or does NOT require approval from the Office of Sponsored Programs, **please** adhere to the following timeline:

1. 2 weeks prior to grant due date, submit to AMR/IRB Grant Review Committee
 - a. Grant requirements and/or Request For Proposals (RFP).
 - b. Grant
2. 2 committee members and the committee Chair will review and return within 3-5 days
 - a. Committee reviews will be disseminated through the Chair and will be distributed to the Department Chair
3. 1 weeks prior to grant due date, submit to AMR Department Chair

*Graduate students **must** complete Grant Writing Workshop prior to submission of Grants.

In special circumstances, **please** advise the Department Chair and Committee Chair of the abbreviated timeline and intended application requirements.

IRB Review**

- IRB Reviews may require several drafts and revisions prior to making a recommendation to the Department Chair.
- **Please** submit your IRB application (including A1, A2, Informed Consent, and all appendices) with sufficient time (2-3 weeks) before you intend to submit to the ISU IRB.
- All members will review each draft and will require 1 week to review.
- The Chair will disseminate the recommendations of the committee to the researchers and the Department Chair upon each review/revision.

Graduate students **must complete IRB Writing Workshop prior to submission of applications. IRB Applications should be reviewed and approved by the Research/Thesis Committee prior to submission. Instead of a full AMR Committee review, two committee members, not on the student's Research/Thesis Committee, will complete the review.