

**Institutional Review Board
Meeting Schedule and Protocol Submission Deadlines
Academic Year 2006-2007**

Many protocols do not need to be reviewed by the full Institutional Review Board (IRB). Please see information below regarding the types of reviews and the deadlines for these as well as the IRB meeting schedule for FY2006-2007. Protocols may be submitted via campus mail or delivered to the Compliance Coordinator. If submitting via campus mail, address your protocol to: ATTN: Compliance Coordinator, Room 120 Ozark Hall

All protocols must be typewritten. Forms and supporting documents should be *single-sided only*. Do not bind or staple. Protocols not adhering to these requirements will be returned to the Principal Investigator for correction and resubmission.

Exemptions and Expedited Reviews

Criteria for Exemption can be found in Section 9.02 of the University's [POLICY AND PROCEDURES GOVERNING RESEARCH WITH HUMAN SUBJECTS](#) (POLICY) or Federal Regulation [45 CFR 46.101\(b\)1-6](#). Criteria for Expedited Review can be found in Section 9.03 of the University's [POLICY](#) or [Federal guidance](#) provided by the Office of Human Research Protections. Exempt and Expedited review protocols must be received by the close of business on Wednesday. For Exempt protocols, the responses will be sent out, no later than the following Monday (3 days). Exempt protocols received after the Wednesday deadline will be held for review the following week.

Protocols which may qualify for Expedited review will be distributed electronically, on Friday, to a designated committee member. Protocols not received on or before the Wednesday deadline will be held until the following week. Reviewers will notify the Coordinator of results no later than the following Friday (1 week). Investigators will be notified electronically of the review results within 48 hours of receipt by the Coordinator. The reviewer may either approve the protocol or recommend that it be referred to the full IRB for consideration. If a protocol is referred, it will be reviewed at the next regularly scheduled IRB meeting. Once a protocol has been approved, a hard copy of the approval will be sent via campus mail within one week.

All protocols not meeting criteria for either Exemption or Expedited Review must be reviewed by the full IRB at a regularly convened meeting of a quorum of voting members. ***There are no exceptions.*** All human subjects research is subject to IRB oversight without regard to the source of funding for the research activity.

IRB Meeting Schedule
2006-2007 Academic Year

The IRB will meet the first Monday of each month during the regular FY2006-2007 Academic year. Proposals for full IRB must be received at least seven working days prior to the meeting to allow time for them to be distributed to the IRB members at least five working days prior to the meeting.

Summer Meeting Schedule

Contact the IRB Coordinator (irb@uark.edu, 575-3845) for information and assistance. The IRB does not meet regularly during the summer months.