## 2020 AHU Research Proposal Submission Workflow





Legend:

WD = Working Days

PI = Faculty Principal Investigator

ARST = Academic Research Support Team

AH IRB = Institutional Review Board

OSP = Office of Sponsored Programs

AHU SRC = Scientific Review Committee

RO = Research Office

EHS = Environmental Health and Safety

## PI submits proposal to SRC for review:

- •Online submission at my.ahu
- •AH IRB Protocol
- •Chair approval letter/signature
- •Study site(s) approval letter/signature

#### RO/SRC (1 WD):

- •Review documents
- •Submits to EHS, if needed
- •Communicate with PI, if needed

### SRC Review (9 WD):

- •Approved as submitted
- •Approved with recommendations (face-to-face presentation)
- •Approved pending required changes (face-to-face presentation)
- •Letter of Approval to PI

#### **PI** contacts the **ARST**:

AHU.ResearchSupport@adventhealth.com

#### (REQUIRED)

- IRBnet account
- CITI certificates
- AH IRB Protocol
- SRC, Study Site and Chair approval letters
- ICD, if applicable

## ARST Review (2 WD):

- •Follow-up contact regarding research submission process
- •Discuss next steps

# ARST (Time will vary based upon communications with PI):

- •Provide additional documents to PI
- •Review final documents
- •Submission to IRB

#### IRB (5-10 WD):

- •IRB Pre-review
- •Notify ARST of any outstanding issues

### IRB and OSP (5-15 WD):

- •IRB member assigned as reviewer
- •Approve/Approve pending required changes
- •Resolve outstanding issues, questions, concerns w/ ARST
- •IRB approval letter to PI
- •OSP clearance letter to PI

#### **Support Teams:**

Research Office email: AHU.Research.Office@ahu.edu ARST email: AHU.ResearchSupport@adventhealth.com