# 2020 AHU Research Proposal Submission Workflow





Legend:

WD = Working Days PI = Faculty Principal Investigator

ARST = Academic Research Support Team
AH IRB = Institutional Review Board

AHU SRC = Scientific Review Committee

RO = Research Office



# ARST Review (2 WD):

- •Review of documents
- •Communication with PI

review:
•Online submission at my.ahu

PI submits proposal to SRC for

- •AH IRB Protocol
- •Chair approval letter/signature
- •Study site(s) approval letter

### **RO** (1 WD):

- •Review documents
- •Create SRC SharePoint files with documents, due date on the folder, SRC approval letter draft
- •Communicate with SRC chair

### SRC Review (9 WD):

- •Live presentation
- Approved as submitted
- •Approved with recommendations
- •Approved pending required changes
- •Changes required with re-submission

# RO (3 WD):

- •Create SRC letter of approval
- •Communicate with PI

# PI contacts the ARST: AHU.ResearchSupport @adventhealth.com (REQUIRED)

 Provide protocol, SRC, Study Site and Chair approval letters

### 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 (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 (and RO/ARST)