



Scientific Review Committee Policies and Procedures

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Scientific Review Committee

Policies and Procedures

Purpose

The AdventHealth University (AHU) Scientific Review Committee (SRC) strives to assure the scientific quality and merit of investigator-initiated research projects proposed by the AHU faculty, staff and/or registered students. Both quantitative and qualitative projects are encouraged to enrich the academic climate at AHU.

Goals

To advance this purpose, the AHU SRC has adopted the following goals:

- To review and approve the scientific merit of AHU research project proposals.
- To provide educational feedback to AHU investigators to improve the scientific integrity and merit of proposed research projects.
- To provide continuing guidance to investigators for the successful completion of their projects.

Projects Requiring Approval by Scientific Review Committee

Applications for SRC approval must be submitted to the Research Office through the AHU Web-based Research Project Submission Process. Studies that employ inferential analysis must receive AHU SRC approval. In the event of a backlog of required and requested reviews, submission for continuing studies will be given priority, followed by required applications.

Studies that have been approved by another scientific review committee, as well as formal consortium studies with their own internal review process, will not be required to be submitted to AHU SRC for approval. In the event of a dispute as to whether a study requires AHU SRC approval, the SRC Chair will consult with the AHU Provost and the final decision is non-appealable.

Membership

Members of the SRC will be appointed by the President of the University and reviewed annually. SRC members are expected to attend Committee meetings, conduct reviews for submitted applications, and completed them within the imposed time limits. SRC members must hold a terminal degree in their respective fields and have conducted research projects. The Committee will meet as called by the Chair. Most items of business may be managed by email.

SRC Members

Campbell, Christopher, Ph.D. Chair (AHU)

Monica Davila, MD, PhD (AH)

Jeff Emde, PT, DPT, CSCS (AHU)

Carolyn Fore, PhD, RN (AHU)

Janice Lowden-Stokley, PhD, RN (AHU)

Roy Lukman, PhD (AHU)

Christine Moghimi, ScD, MAS, OTR/L (AHU)

Julie Pepe, PhD (AH)

Amanda Raffenaud, PhD (AHU)

Patricia Robinson, PhD, ARNP (AH)

Mohtashem Samsam, MD, PhD (AHU)

Record Keeping

The Institution and SRC must prepare and maintain:

- Adequate documentation of SRC activities.
- Written SRC review procedures and membership lists.
- Copies of all applications reviewed, minutes of all SRC meetings, records of all continuing review activities, copies of all correspondence between SRC and investigators.
- Records of voting actions must be detailed to include: attendance at each meeting; actions taken by the SRC; the vote on actions (including number for, against and abstaining); and reason(s) for any required resubmission of applications.
- Records of SRC are confidential.

- Records must be maintained for at least three years or three years after completion of project that is conducted and be available for inspection as deemed necessary by the University's Provost.

SRC Review Procedures

- Applications for SRC review are submitted to the Research Office (RO) through the AHU Web-based Research Project Submission Process at <https://my.adu.edu/academics/university-research/research-project-submissions>
- RO will notify all investigators on receipt of application, submission to SRC, and notification of SRC's decision.
- RO will be responsible to submit the study proposal to SRC within 5 working days after initial submission from investigators.
- SRC decision will be provided to the RO within 10 working days from day of submission from RO.
- The members reviewers will complete a written review that includes formative feedback.
- An additional reviewer, agreed upon by the Committee, may be invited in the event that the topic of study is foreign to the SRC.
- Reviews will be submitted to the Chair in a timely manner as requested by the Chair.
- SRC is continually open to post-review communication with investigators provided that all communications include the Chair and all members.

Note: Business days or working days are considered every official workdays of the week, Monday through Friday, and do not include public holidays, weekends, the interval between trimester when no classes are held or any other period when the university is closed.

SRC Decision Types

All SRC review is subject to a Full Committee Review excepts in the following cases:

- In the extra-ordinary event that a project requires immediate approval due to unexpected circumstances beyond the principal investigator's control, the Chair reserves the right to derive a decision without the Committee's input. The Committee will be informed by the Chair on such decisions ex post facto.

- When an investigator needs an expedited approval, it may be granted by the Chair (for example: approval needs to be granted prior to submission of a grant).

For each submission, reviewers will assign one of the following levels of approval:

- Approved as submitted: the research proposal was approved without specific suggestions and the process may proceed to the next level.
- Approved with recommendation(s): the research proposal was approved with specific suggestions for improved. The process may proceed to the next level.
- Approved pending required change(s): the research proposal was approved pending the receipt of specific required change(s) from the investigators to the SRC. The process will proceed upon the SRC final approval. It indicates the proposal is not ready to move to the next step of the review workflow.
- Resubmission: the research proposal was not approved by SRC and may not proceed to the next step of the review workflow. It must be resubmitted and rereviewed.

For submission that are approved pending required changes or requiring resubmission, a live presentation with the SRC will be required to address concerns with the submission. The PI will be provided with an approval letter draft outlining the concerns of the committee. Within (3) working days a live presentation will be scheduled so that the investigators can discuss the project and address all the issues related to the submission. Following the meeting, within (3) working days, a final letter of approval will be sent to the PI.

The level of approval granted:

- Will be the lowest level submitted by the Committee members to the Chair.
- In the event of a significant disagreement in levels of approval, the Chair will mediate discussion with the Committee.
- Should a significant disagreement persist among the Committee, the Chair will bring the matter to the Provost for a final decision.