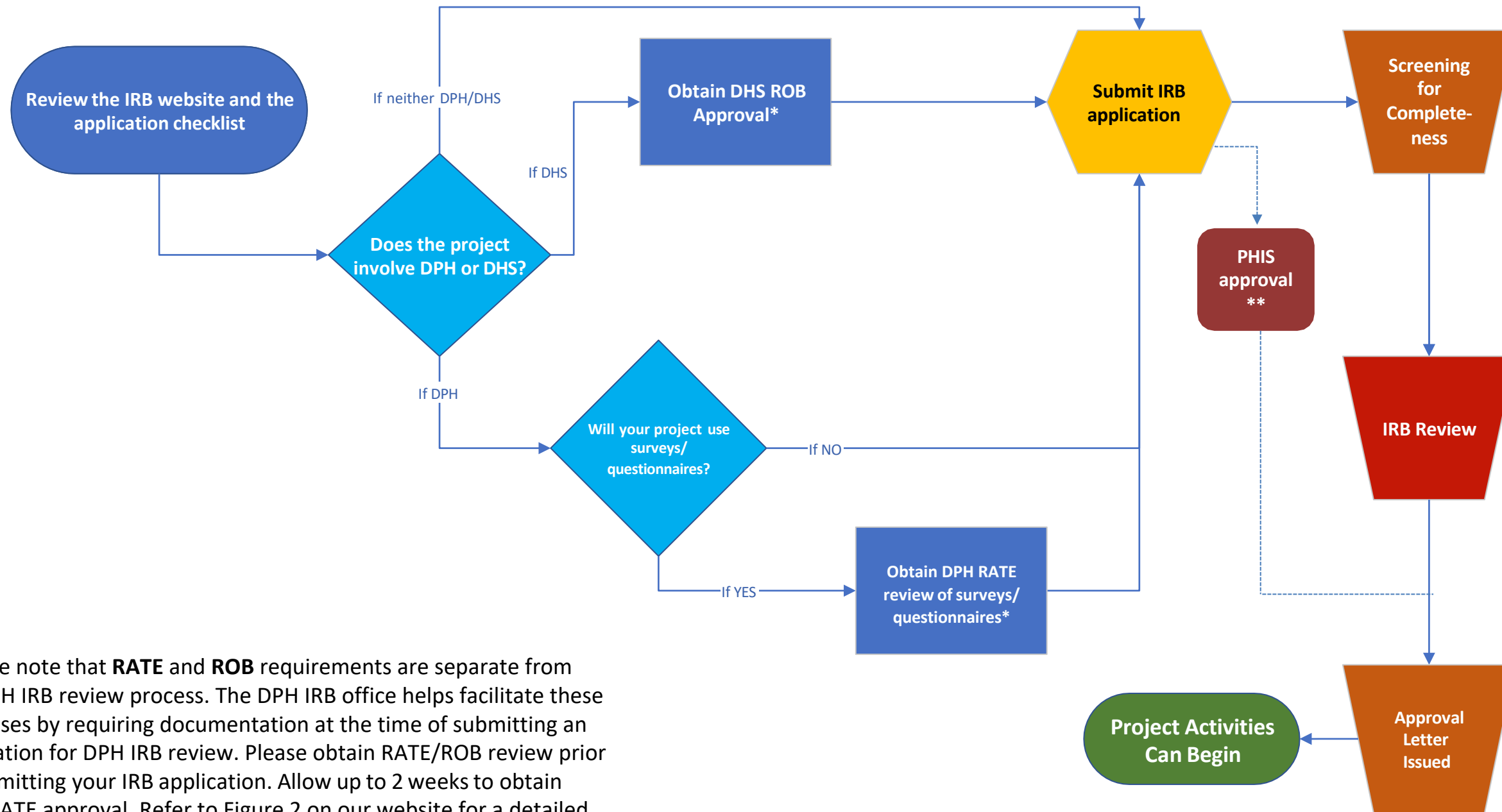


Figure 1. Steps for Obtaining DPH IRB Approval



*Please note that **RATE** and **ROB** requirements are separate from the DPH IRB review process. The DPH IRB office helps facilitate these processes by requiring documentation at the time of submitting an application for DPH IRB review. Please obtain RATE/ROB review prior to submitting your IRB application. Allow up to 2 weeks to obtain ROB/RATE approval. Refer to Figure 2 on our website for a detailed look at the IRBManager application process.

****UPDATE:** PHIS approval is only required for projects that satisfy **BOTH** of the following requirements: 1) projects collecting/accessing PII/PHI; 2) projects involving outside contractors. DPH employees using County approved devices/software do not need PHIS approval whether or not they are collecting/accessing PII/PHI. Obtaining PHIS approval is a separate and parallel process. For projects satisfying the criteria above, a PHIS support ticket is automatically initiated upon submission of an application in IRBManager. PHIS will contact applicants directly via email with any questions. PHIS approval will be sent via an email confirmation. The email confirmation should be uploaded to the corresponding IRB application.

From the time a complete application is submitted, IRB review of Exempt projects takes 1-3 weeks and IRB review of Expedited projects takes 2-4 weeks.

Projects requiring Full Board review typically require at least 2 months to receive IRB approval. Applications for Full Board projects should be submitted at least 4 weeks before the next IRB meeting to ensure inclusion in the meeting agenda.

During the IRB review process you may receive stipulations which the PI/project lead needs to address before IRB approval.

The estimates above do not include the time it may take for a PI/project lead to respond to stipulations, if any, which may delay final review and approval.

Project activities may not begin until the IRB approval letter has been received.