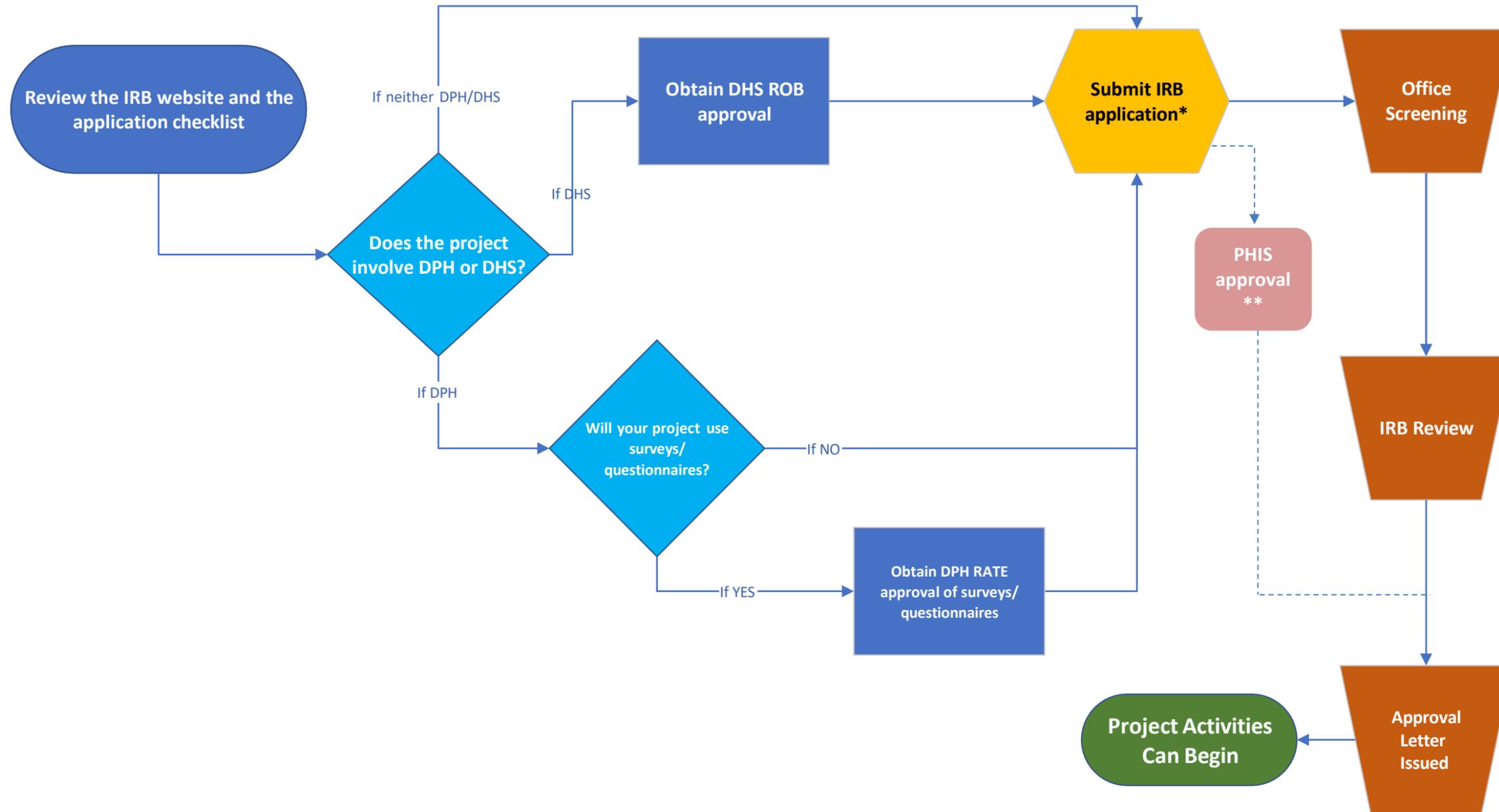


**Figure 1. Overview of the DPH IRB Application Process**



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

\*Please have documentation of RATE or ROB approval, as applicable, **before you** submit your IRB application. Please 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.

\*\*PHIS approval is a separate and parallel process that begins when an IRB application is submitted. Upon submission of an application in IRBManager, a PHIS support ticket is automatically initiated. PHIS will contact applicants directly via email with any questions during their review. PHIS approval will come via an email confirmation. This email confirmation should be uploaded to the corresponding IRB application (in the Additional Documents section).