General Workflow

Submission	Pre-Review	Reviewer Assignment	IRB Member Review	Monthly Review Session

Submission
- Researcher accesses eRA Commons
- Establishes IRBManager account
- Submits application
- Receives email confirming submission

Pre-Review
- CDS-IRB receives email of new submission
- Office personnel conduct pre-review
  - confirm docs
  - confirm databases & DULs
  - check status on FWA & reliance agreement

Reviewer Assignment
- Office personnel discusses project with Director & IRB Chair
  - sensitivity
  - area of expertise
  - reviewer assignment
- IRB reviewer receives email alert from IRBManager

IRB Member Review
- Reviewer clicks link in email to access IRBManager, associated documents, & worksheet
- Prepares review
- Documents recommendations

Monthly Review Session
- Reviewer summarizes project & presents recommendations to panel
- IRB meeting attendees finalize determination
- IRBManager issues IRB determination to Researcher

NIH › National Heart, Lung, and Blood Institute