

Protocol Review Process

Q. If my study does not involve human-subject research, how can I get documentation for my records?

A. Please email your request to irboffice@ucmerced.edu with a summary of your research purpose, procedures and data collection. If you are unsure if your study involves human-subject research, you should contact the IRB office at irboffice@ucmerced.edu or 209-228-4805. You may also review the [HSR Decision Charts](#) to help make this determination.

Q. What is the review/approval time frame for my protocol?

Exemptions take approximately two to three weeks to review depending on the quality and completeness of the submission and complexity of the study. Modifications for exempt protocols take approximately three to five business days to review depending on the quality and completeness of the submission and complexity of the modification. Once the IRB office sends researchers the initial review comments, the approval time is highly variable depending on researcher response time.

Expedited protocols take approximately four to six weeks to review depending on the quality and completeness of the submission and complexity of the study. Modifications for expedited protocols take approximately ten to fifteen business days to review depending on the quality and completeness of the submission and complexity of the modification. Once the IRB office sends researchers the initial review comments, the approval time is highly variable depending on researcher response time.

Full board protocols (including modifications) take additional review time and are subject to scheduled meeting dates.

Q. How can I change the personnel associated with my protocol after it has been approved?

A. Please initiate the Modification/Amendment submission in Cayuse IRB.

Q. How can I make modifications to my study after it has been approved?

Please initiate the Modification/Amendment submission in Cayuse IRB.

Q. How do I renew my protocol?

Please use the Continuing Review/Renewal Submission in Cayuse IRB. You must submit renewal forms in at least a week before the expiration date if no changes are requested with the renewal. If requesting changes to your protocol with the renewal, please submit at least two weeks in advance of your protocol expiration date.