

SEATTLE CHILDREN'S HOSPITAL RESEARCH INSTITUTE
Seattle, Washington

OPERATING POLICIES / PROCEDURES

DEPARTMENT: Institutional Review Board

POLICY NUMBER: IRB-33

REPLACES: N/A

EFFECTIVE DATE: 6/20/05

REVISION DATE: 10/15/07

POLICY TITLE: ADMINISTRATIVE REVIEW OF UNFUNDED RESEARCH PROPOSALS

POLICY:

The Institutional Official or designee shall conduct an administrative review of those newly submitted IRB applications (full, expedited, and exempt applications) that indicate there is no funding to cover the costs of conducting the research activity. Applications that solely involve the use of existing records or data (e.g., retrospective medical records review) do not require this administrative review.

PROCEDURE:

- 33.1 Upon receipt of a new IRB application, an HSPP Analyst conducts a preliminary review of the application. If the application indicates there is no funding for the research activity, the Analyst shall forward a copy of the submitted application to the Institutional Official or designee for administrative review pursuant to OSR Policy 15. Applications solely involving the use of existing records or data (e.g., retrospective medical records review) do not require this administrative review.
- 33.2 During the time of this administrative review, the IRB application will continue through HSPP pre-review as well as IRB review. If such an application receives final IRB approval before a resolution/decision regarding its funding status, then final approval documents may not be released.
- 33.3 The HSPP Analyst shall be notified of the result of the administrative review.
- 33.4 If the result of the administrative review is that the funding status of the study is approved, then the application shall continue in the ongoing review process through to final approval and release of approval documents.

33.5 If the result of the administrative review is that the funding status of the study is disapproved, then the application shall be withdrawn from the IRB review process and/or closed. A copy of the withdrawn/closed application may be retained in IRB files for reference. The IRB database shall indicate the date and reason the IRB application was withdrawn/closed.

Submitting Committee: Institutional Review Board

Approved by: Douglas S. Bichem 11/14/07
Chair, Institutional Review Board Date

[Signature] 11/14/07
Director, Office of Institutional Assurances Date