

## **IRP Review Process; Department of Nutrition Sciences**

### **Overview**

The Department of Nutrition Sciences (DNS) has implemented an internal review process for all IRB submissions. This process ensures that every submission meets the highest standards of scientific rigor, ethical compliance, and institutional requirements. Following a recent university IRB policy update, all protocols must include a completed **Protocol Oversight Review Form (PORF)**, approved via **Adobe Sign**, before submission. All submissions originate with faculty. Students are not permitted to submit IRB applications.

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### **Workflow for Scientific and Quality Review**

#### **1. Training Completion**

- All investigators must complete/update (if needed) the required IRB training (e.g., CITI-Social/Behavioral) before initiating a protocol.

#### **2. Protocol Preparation**

- Investigators prepare their IRB protocol using the platform provided by the UAB IRB.
- Investigators can then download a copy of the IRB protocol in pdf format and email it to Dr. Gower.

#### **3. Protocol Review**

- Dr. Gower will review the draft application within 2 business days and notify the investigator of any changes that need to be made via email/in-person.
- Investigators may set up a meeting with Dr. Gower, to discuss the protocol, if needed.
- When all required changes are made, Investigators route the SHP-PORF with the finalized pdf copy of the protocol application attached in the adobe sign form.
- Dr. Gower will sign the PORF using Adobe Sign, and the form will move automatically to Dr. Aneja for administrative sign-off as IRB liaison for the school. The investigator will be notified when all signatures are complete on the PORF. The investigator can then proceed to submit the application to IRB.

#### **4. IRB Submission**

- When the PORF is fully signed, the investigator submits the final protocol using the platform provided by UAB IRB and uploads fully signed PORF as an attachment.

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### **Review Personnel and Signatories**

- **Department Research Director:** Barbara Gower
- **SHP IRB liaison:** Ritu Aneja

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### **Expected Turnaround Times**

- **Initial Review:** Within **2 business days** of receiving the draft protocol.
- **Revisions by Investigator:** Variable.
- **Final Review & PORF Initiation:** Within **2 business days** of final draft.
- **Adobe Sign Routing Completion:** Typically, **3–5 business days**, dependent on signatory responsiveness.
- **Total Time to Submission:** Usually **7–14 business days**