

CONCORD UNIVERSITY

HUMAN SUBJECTS REVIEW BOARD POLICIES

Three Categories of Review

Research reviewed by the HSRB will fall into one of three categories

1. Exempt: The research is exempt from full board review. The HSRB chair reviews the applicant's submission and either approves, requests modification, or disapproves the research. This type of review will take the least amount of time.
2. Expedited: The research qualifies for expedited rather than full board review. The chair and two other members of the HSRB must review the applicant's submission and either approve, request modification, or disapprove the research. Every effort will be made to inform the applicant of the results of an expedited review within two weeks of the submission date.
3. Full Board Review: Meetings of the full board are scheduled four times an academic year, the 4th week of September, the 1st week of November, the 4th week of February, and the 4th week of April. If your research requires full board review, please submit your application at least one week prior to an upcoming meeting. The principal investigator is expected to attend the HSRB meeting during which your research is reviewed.

Determining the Review Category for Your Research Concord University's Human Subjects Review Board policies are currently being revised in order to bring them in line with federal guidelines as established by the Office for Human Research Protections (OHRP). In the meantime, the link below takes you to the OHRP's Decision Charts. These will help you determine whether your research qualifies as Exempt, Expedited or requires a full review of the CU Human Subjects Review Board.

[Office for Human Research Protections Decision Charts](#)

You may contact any member of the HSRB for further guidance.

Submitting a Request for HSRB Review

- Determine the review category for which your research qualifies (exempt, expedited, or full board review).
- Fill out the appropriate HSRB forms based on your review category
 1. Exempt
 1. HSRB Cover Page
 2. Provide answers to questions 1-7 on the HSRB Project Information Sheet
 2. Expedited
 1. HSRB Cover Page
 2. Provide answers to questions 1-11 on the HSRB Project Information Sheet
 3. Form 1A

3. Full Board Review
1. HSRB Cover Page
2. Provide answers to questions 1-16 on the HSRB Project Information Sheet
3. Form 1A

For all categories - Submit a single paper copy to the HSRB Chair