

- What do exempt, expedited, and full mean?
 - Exempt proposal -not greater than minimal risk. Reviewed by IRB chair or designee. Categories defined by HHS. <https://www.hhs.gov/ohrp/regulations-and-policy/decision-charts-2018/index.html#c1>
 - Expedited – Minimal risk. May include collection of samples, non-invasive procedures or recordings. Reviewed by IRB chair or designee.
 - Full – greater than minimal risk. Reviewed by the convened IRB committee.
- How often does the IRB committee meet?
 - The IRB committee meets once a month. Usually the meeting is held the second Thursday on the month.
- How long will my approval take?
 - Your approval period depends on what type of application you have and number of revisions. Below are some time intervals to give you an idea of when your application will be approved based on the type of proposal you submit. However, please note that these time intervals are not guaranteed.
 - An exempt application - generally 24-48 hours.
 - An expedited application – generally 5-10 business days
 - A full review cannot be approved before the next IRB meeting and needs to have any requested revisions submitted prior to the meeting. We suggest submitting proposals 10 business days prior to the next meeting to allow for this.
- I've decided to stop my research. What do I need to do?
 - If you decide to terminate your research, please fill out a project termination form.
- I've made a minor change to my proposal after it has been approved. What do I need to do?
 - If you decide to make a change to any part of your proposal (application, consent forms, personnel, etc.) please send the IRB a Request to amend form.
- Can I still be approved even if I have already begun my research?
 - The committee will not approve research that has already been started prior to the approval of the LMU IRB. Human subject research within any university requires the approval of the IRB committee. Without IRB approval there can be serious ethical implications, as well as the violation of university and federal policies. Students, faculty, and staff are required to submit IRB applications before beginning any data collection. If you begin your research before approval, this may result in suspension or termination of the study, and/or possible suspension of research privileges at the University.
- Do I need to pay to receive a CITI Certificate?
 - No, your CITI training is completely free of charge. Any further options, such as choosing to pay for the CME option, are not required by the University.
- If I am going to perform some of my research outside of my University, do I need approval to perform my research from those other institutions as well?
 - All levels and all agencies involved in a research proposal need to give their approval of the research. This means that if you wish to pass out a survey to individuals at the University of Tennessee's Medical Center, you need to receive approval not just from LMU, but from the University of Tennessee as well. You may contact the supervisor of the center within which you wish to perform research in order to request their approval.
- If I plan to survey Lincoln Memorial University faculty, staff or students do I need special permission?

- Yes, please submit the Permission to survey Faculty, Staff and Students form to the Office of Research Grants and Sponsored Programs, Grant Lee or IRB@Imunet.edu.