



Once your submission is received in the Aurora IRB office, an analyst (“RCA”) will be assigned to work with you to ensure your submission is accurate and complete. The IRB has the final authority regarding the appropriate category. When your submission is reviewed, it is possible that the RCA will determine a different form is more appropriate. Your RCA will help you complete the different form.

Steps in Research Process

Determine if exempt, expedited, or full submission (call the IRB office if uncertain - 414.219.7744)

If exempt, complete Exempt Protocol Submission Application

If expedited or full submission, complete IRB Protocol Submission Application

Depending on your project, other forms may need to be completed:
*Request to review medical records for research purposes (502-A form)
*Conflict of interest
*Informed consent forms
*Delegation of authority
The appropriate IRB Submission Application will direct you.

Obtain necessary acknowledgment of approval (via letter or e-mail) as directed by your Nursing Research representative:
*Office of Sponsored Research Programs
*Site VP for Nursing
*Patient Care Manager/Director

Final Steps

- Once all of the steps are completed, your project should be ready for final IRB approval.
- You should anticipate that to complete the entire process on both slides may take 8 weeks or longer.
- You cannot begin your project until you receive a final approval letter from the Aurora IRB Chair.
- Questions? Call either Nursing Research Department at the numbers on the first slide.