

BRIRC STEP-BY-STEP SUBMISSION AND REVIEW PROCESS

Step 1- Project Coordinator (PC)/Primary Investigator (PI) completes all portions of the BRIRC Application Form. This includes the submission of copies of detailed protocols/analytical methods that will involve the use of the listed agent(s).

Step 2- Have the Center Director/Facility Director/Department Head/Budget Unit Head of the applicant, or *designee*, complete a “Laboratory Safety Survey” of each laboratory in which this project is to be conducted and determine that the laboratory and the participants in this project are in compliance with the policies and procedures set forth in the Louisiana Tech University Safety Manual and the Louisiana Tech University Laboratory Safety Manual. Attach the most recent completed Laboratory Safety Survey (-ies) to the application.

Step 3- PC/PI obtains signature of the appropriate Budget Unit Head.

Step 4- PC/PI submits the signed Application and an electronic version to Cathy Sly, VP Research’s Office (csly@latech.edu; Campus Box 48), **with a request that the review be expedited or to be considered by the entire BRIRC.** Ms. Sly will log in the proposal and assign it a BRIRC proposal number. The proposal is checked for form completeness.

Step 5- The VP Research’s Office should check that all of the requested information and appropriate signatures are on the cover page and that the submission includes the appropriate BRIRC proposal form. The VP Research’s Office may immediately recommend that an incomplete proposal be denied further review by the BRIRC. If the submission appears to be complete, the VP Research’s Office, forwards electronic copies of the proposal to the appropriate committee “Facilitator” based on the relevant technical area of expertise. A record of each notification letter sent will be kept.

Step 6- The facilitator checks the technical content of the proposal for completeness. The facilitator may recommend that an incomplete proposal be denied a full review by the BRIRC. Once the proposal has been deemed to be technically complete (or not), the facilitator will notify the VP Research’s Office to send the appropriate “receipt” notification letter within five working days of receipt. A record of each notification letter sent will be kept.

Step 7- If the PC/PI has requested an expedited review, the facilitator initially reviews the proposal to determine if the biological agent(s), radionuclide, etc. involved in the project poses only “minimal risk” to humans, other animals, plants or the environment and whether all project-specific policies and procedures are in place for the project to proceed in a safe fashion. **(NOTE: ALL PROPOSALS WHICH ARE ASSOCIATED WITH ANY FEDERAL FUNDING SOURCE, IN PART OR IN WHOLE, MAY NOT BE EXPEDITED ACCORDING TO FEDERAL GUIDELINES.)**

The speed of expedited reviews depends on the complexity of the study and whether the project conforms to the appropriate safety guidelines, or what additional revision may be required. The facilitator can recommend approval of the project, request revisions or additional information or a referral to the full BRIRC. The facilitator alone cannot recommend disapproval of a study, and an expedited review does not eliminate the need for input from the entire BRIRC. The expedited review process is simply a method to speed up the approval process for educational or simple proposals.

If the Project Coordinator/Primary investigator requests that the proposal be considered by the entire BRIRC **or if the expeditor determines that the project involves more than a “minimal risk”**, copies of the proposal along with recommendations and comments from the facilitator are sent to all members. Skip to Step 10.

Step 8 - If a proposal is expedited and recommended by the facilitator, copies will be transmitted electronically to each member of the BRIRC for their review. Members of the Committee are requested to submit their approval of the project, or requests for additional information or clarification from the PC/PI, or specific reasons for denial, to the VP Research’s Office (Ms. Sly), electronically, within five working days of receipt of the proposal.

Step 9 - If the proposal is expedited, reviewed and recommended by the committee with eight or more ‘yes’ votes, the proposal and the comments of all reviewers and any follow up responses between the facilitator and the PC/PI will be forwarded to the VP, R&D for review. “No” votes become part of the record with reasons listed, and are made available to the VP, R&D. He/she may approve the project, “as is” or request additional information from the PC/PI or facilitator, prior to his approval. Once approved by the VP, R&D, the appropriate notification letter is sent.

Step 10 – If the proposal was not expedited, the proposal is considered by the entire Committee at the next convened meeting, it and the comments of each Committee member and any follow up responses between a committee member and the Program Coordinator

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will be forwarded to the VP Research for review. Eight ‘yes’ votes are required for recommendation of approval. “No” votes become part of the record with reasons listed, and are made available to the VP, R&D. The VP Research may approve the project, “as is” or request additional information from the PC/PI or the appropriate committee member, prior to his/her approval. Once approved by the VP Research, the appropriate notification letter is sent. **If the proposal is denied by the Vice President, Research and Development, a notification letter will be sent with a detailed explanation. A user may wish to modify their project and re-submit a new application for consideration by the BRIRC.**

Step 11- Previous approval of any expedited reviews are entered into the record at the next BRIRC meeting. Copies of all correspondence relating to the Project will be kept on file in the VP Research’s Office for a minimum of 5 years.

ADDITIONAL INFORMATION

The BRIRC meets twice (or three times) each quarter to review applications. Applications must be submitted at least thirty (30) days prior to a meeting to be considered at that meeting. Decisions of the Committee will be communicated to the PC/PI and other appropriate individuals within 10 days of the committee recommendation and the approval of the Vice President, Research and Development. **NO PROJECT CAN BE INTITATED UNTIL THIS WRITTEN APPROVAL IS RECEIVED BY THE PC/PI.**

BRIRC approval of a project is for one (1) calendar year from the date of approval. The project is to be terminated at that time unless the BRIRC receives a request for continuance. Modification of an approved project is **STRICTLY PROHIBITED** without prior Committee approval of these modifications. **Request for continuance or protocol modification must be received by the VP Research’s Office 30 days prior to the renewal date or before initiation of the modified protocol.**

BRIRC meetings are open to the public. Users are invited to attend.

Internal Checklist for Expedited Approval

1. Received by VP Research's Office. Proposal is checked for form completeness.
2. Sent to Appropriate Facilitator based on expertise. Technical content is checked for completeness.
3. Notification letter sent: "Proposal received"
4. Changes and approval/denial recommended by Facilitator
5. Sent to BRIRC members with any Facilitator recommendations for approval, web/poll vote taken
6. Sent to Dean of Research and Development for appropriate Notification Letter approval.
7. Notification letter sent.
8. Motion to accept the recording of all web/poll votes approved/denied is made and recorded.

Internal Checklist for Standard Approval

1. Received by VP Research's Office. Proposal is checked for form completeness.
2. Sent to Appropriate Facilitator based on expertise. Technical content is checked for completeness.
3. Notification letter sent: "Proposal received"
4. Changes and approval/denial recommended by Facilitator
5. Sent to BRIRC members with any Facilitator recommendations
6. Proposal is reviewed at BRIRC meeting.
7. Sent to Dean of Research and Development for appropriate Notification Letter approval.
8. Notification letter sent.

List of Classifications of Notification Letters: Proposal Received, Proposal Exempt, Approval, Denied, Conditional Approval

Notification Letter Format:

Notification Date: DD/MM/YYYY

Proposal Number(s) – Including BRIRC number, University Routing number, and/or External Contract Number if available

Proposal Title, PI

[INSERT - Specific Text of Notification - Pick one from 1-5 below]

I concur with the recommendation of the BRIRC.

Signature: VP of R&D or Approved Signee

Notification List (Named list matches The Office University Routing form and email list): PI, Department Head, Research Director, Dean of College

(1) Received:

Your proposal has been received.

Pick one:

(a)

This proposal review will be expedited. This proposal will be reviewed in a timely manner in accordance with the BRIRC STEP-BY-STEP SUBMISSION AND REVIEW PROCESS.

NO PROJECT CAN BE INTITATED UNTIL WRITTEN APPROVAL IS RECEIVED by the project coordinator/primary investigator. The notification of approval or disapproval will be sent within 10 days of the issuance of this memo.

(b)

This proposal will NOT be expedited, but will be reviewed at the next meeting of the BRIRC. This proposal was deemed to contain more than “minimal risk”, and/or further investigation regarding project-specific policies and procedures will be required. You may contact the VP Research’s Office to determine the date of the next meeting. This proposal will be reviewed in a timely manner in accordance with the BRIRC STEP-BY-STEP SUBMISSION AND REVIEW PROCESS.

NO PROJECT CAN BE INTITATED UNTIL WRITTEN APPROVAL IS RECEIVED by the project coordinator/primary investigator. The notification of approval or disapproval will be sent within 10 days of the next meeting of BRIRC.

(c)

This proposal is not complete and will not be reviewed for the following reason(s):

(1) (Provide list with appropriate instructions).

(2)

NO PROJECT CAN BE INTITATED UNTIL WRITTEN APPROVAL IS RECEIVED by the project coordinator/primary investigator. The PC/PI may wish to submit a new proposal at any time which remedies the reasons listed above for rejection.

Attachments: BRIRC STEP-BY-STEP SUBMISSION AND REVIEW PROCESS

(2) Exempt:

This proposal has been reviewed by the BRIRC and has been classified by the committee as EXEMPT from review.

Attachments: None

(3) Approval:

This proposal has been reviewed by the BRIRC and is recommended for approval.

The BRIRC recommended approval of this project is for one (1) calendar year from the date of approval. The project is to be terminated at that time unless the BRIRC receives a request for continuance.

Modification of an approved project is **STRICTLY PROHIBITED** without prior BRIRC review and the approval of the VP of R&D of these modifications. **Request for continuance or protocol modification must be received by the VP Research's Office 30 days prior to the renewal date or before initiation of the modified protocol.**

Attachments: TBD

(4) Conditional Approval:

This proposal has been reviewed by the BRIRC, however prior to the initiation of the conduct, the following conditions must be satisfied:

- (1) (Provide list with appropriate instructions).
- (2)

Each of these conditions, once satisfied, should be made available for inspection. Once these conditions are satisfied, your project is recommended for approval.

The BRIRC recommended approval of this project is for one (1) calendar year from the date of approval. Approval to conduct the project is to be terminated at that time unless the Committee received a request for continuance.

Modification of an approved project is **STRICTLY PROHIBITED** without prior BRIRC review and the approval of the VP of R&D of these modifications. **Request for continuance or protocol modification must be received by the VP Research's Office 30 days prior to the renewal date or before initiation of the modified protocol.**

Attachments: TBD

(5) Denial:

This proposal has been reviewed by the full BRIRC and the committee does NOT recommend that this project be approved for the following reasons:

- (1) (Provide list with appropriate instructions).
- (2)

The PC/PI may wish to submit a new proposal at any time which remedies the reasons listed above for disapproval.

Attachments: TBD