



INSTITUTIONAL REVIEW BOARD

APPEAL OF IRB DETERMINATION AND RESPONSE TO RESEARCH PROPOSAL DOCUMENT

FOR INTERNAL USE ONLY

TU IRB APPLICATION NUMBER: _____

Please note: Handwritten applications will *not* be accepted.

A NOTE FROM THE IRB: The Thomas University Institutional Review Board is committed to working with researchers to facilitate research conducted in an ethical and safe manner. The IRB may, after a good faith effort to resolve concerns related to the safety or ethics of a research activity or project, determine that some or all of the research cannot be approved. All decisions with regard to research that is presented to the IRB will be rendered to the principal investigator of the original IRB application proposal in writing. If an IRB application is denied by the Thomas University IRB, researchers may appeal such determinations in writing to the IRB through the "Appeal of IRB Determination and Response to Research Proposal Document."

Application Type Originally Submitted to the Thomas University IRB:

Research Involving Human Subjects Research Involving Vertebrate Animal Subjects
 Research Involving Recombinant DNA Research for Academic Teaching Purposes Only (*Faculty*)

Title of Project: _____

The proposal status requested in the original proposal:

a. Exempt from full review b. Expedited review c. Full committee review

Name of Petitioner: _____

Department:

Address:

Phone:

Fax:

Email:

Original IRB Proposal Documented Faculty Sponsor: _____

Department:

Phone:

Email:

A. *Please indicate below, the grounds for which you are requesting an appeal of the IRB's determination:*

____ The IRB made the determination on the basis of inadequate or inaccurate information.

____ The IRB did not comply with University Policy, state law, or federal regulation.

Provide a description of the basis for your appeal in the space provided below, and cite any relevant policies, laws or regulations:

B. *Please indicate below that you have enclosed the following documents with this form:*

1. A copy of the original IRB application proposal and the response to research certification document citing the determination or decision by the IRB which you are currently appealing.
2. Relevant supplemental materials that you would like to provide to this committee in regards to this appeal (*please list names of documents below and the total number of supplemental materials attached*):

PETITIONER'S SIGNATURE SECTION:

Please note: Signature of this form by the petitioner provides written assurance that all abovementioned statements are written with the intent of appealing the decision of the Thomas University Institutional Review Board. The petitioner understands that all information contained within this appeals document

may be forwarded to external parties when applicable to provide further scrutiny when reviewing the IRB's final decision issued to the principal investigator as a result of their original IRB application proposal.

Petitioner's Signature (SEAL)

Date

INSTRUCTIONS:

1. Complete this **"APPEAL OF IRB DETERMINATION AND RESPONSE TO RESEARCH PROPOSAL DOCUMENT"** and return it to the Thomas University Institutional Review Board's Appeals Subcommittee, 1501 Millpond Road Building F (Forbes) #203, Thomasville, Georgia 31792.
2. **NOTE:** We will not accept handwritten forms, incomplete forms, or forms printed on both sides of the paper. Use 10-point type or larger throughout application. The contents of this appeal and attachments will be kept confidential within the limits of the law.

The IRB Appeals Subcommittee will review your appeal at the next available IRB Appeals Subcommittee meeting. **The principal investigator may be required to attend the IRB Appeals Subcommittee meeting at which time the appeal will be considered. If this is required, the principal investigator will be notified accordingly.**

RESPONSE TO APPEAL OF IRB DETERMINATION AND RESPONSE TO RESEARCH PROPOSAL

All responses to appeals will be provided to the **petitioner** in writing from the Thomas University Institutional Review Board **Appeals Subcommittee**. According to the complexity of the research coupled with the appeal under review, a response from the IRB's Appeals Subcommittee may take up to, **but not exceed**, six weeks. Should further, appropriate review by officials of the institution be deemed necessary in this appeals process, it could delay a response from the Institutional Review Board Appeals Subcommittee for an additional two week period beyond the initial six week period. The Institutional Review Board Appeals Subcommittee will work to provide a response and final determination on the matter under appeal in a timely manner.

For questions, please contact the Thomas University IRB at irb@thomasu.edu.