

OAKLAND UNIVERSITY
Institutional Review Board
Exempt Rapid Review

What

Oakland University has implemented a process for an in-office Rapid Review by Office of Research Administration (ORA) staff for Exempt application submissions.

The in-office Rapid Review process allows researchers the opportunity to meet in person with an ORA staff member for a rapid determination about their project. All the requirements that apply for a regular exempt submission apply for the rapid review process. Researchers must follow the instructions on the application cover page and throughout the application very carefully. The Rapid Review is not possible if the application is incomplete or missing required documentation. Researchers should also understand that an exempt determination is not guaranteed with a Rapid Review and that approval through this process is not possible if the project is not exempt.

To help ensure a successful outcome of an in-office Rapid Review, the following should be included in the submission:

- IRB Submission Checklist for Exempt Rapid Review

THE PROJECT WILL NOT BE ELIGIBLE FOR AN IN-OFFICE RAPID REVIEW IF THE CHECKLISTS IS MISSING FROM THE SUBMISSION

When

An in-office Rapid Review is by appointment only and may be scheduled with an ORA staff member for up to 1 hour.

How

The Exempt application and supporting documentation must be submitted electronically in IRBNet at least 2 business days in advance of the in-office appointment. When submitting the package in IRBNet, please state “**Rapid Review**” in the “Your Comments” box that appears when the “Submit this Project” tab is clicked. An ORA staff member will follow up with researchers via their registered e-mail account to schedule the in-office appointment.

Who

The Principal Investigator (PI) must attend all appointments. Faculty advisors or sponsors may also attend the meeting when identified on the submission application.

The Appointment

To facilitate the Rapid Review process, it is highly recommended that researchers bring a laptop with internet access to their in-office appointment, as well as electronic copies of all draft documents requiring review.