**Proposing and Submitting Research**

- Start
- Evaluate the project to determine whether it fits the definition of HSR
- Unsure whether the proposal constitutes HSR?
  - YES
  - Submit a Request for Human Subjects Determination to the IRB
  - NO
  - Does the Study qualify as HSR?
    - YES
    - Complete the CITI Human Subjects Protection Training (current certificate required of all study personnel)
    - Design and submit study via the online MAESTRO application system (PI)
    - Sign and submit Principal Investigator’s Assurance (SI, PI)
    - NO

**Reviewing and Approving Research**

- Review, Sign off and submit the application to IRB (Co-PI, FA and DH)
- Wait for IRB-project review
- Is the study approved by IRB?
  - YES
  - Review, address feedback from IRB and resubmit
  - NO
  - Can the study be approved?
    - YES
    - Wait for IRB review
    - NO
    - Are changes approved?
      - YES
      - Wait for IRB review
      - NO
      - Are changes approved?
        - YES
        - Review, address feedback from IRB and resubmit
        - NO

**While Conducting Research**

- Follow federal and state regulations, university policies and ethical principles
- Adhere to the study procedures approved by IRB
- Report deviations, violations or unanticipated problems to the IRB
- **Stop research and notify the IRB if human subjects are at immediate risk of harm**
- Are there changes to the IRB-approved research study?
  - YES
  - Submit modification form to the study via MAESTRO before they are implemented
  - NO
- Submit a request for continuance through MAESTRO
- Wait for IRB review
- Are changes approved?
  - YES
  - Review, address feedback from IRB and resubmit
  - NO
- Complete research:
  - Notify the IRB of study completion
  - Closure by filling out the Final Report form on the Maestro online system
- End