

IRB Policy 12: IRB Appeal Process

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I. Summary Policy

The policy of both the East Tennessee State University Campus Institutional Review Board (ETSU IRB) and the East Tennessee State University/Veterans Affairs Institutional Review Board (ETSU/VA) IRB is that if an investigator feels that his/her research proposal was denied or restricted unnecessarily, he/she may initiate an appeals procedure. Investigators are encouraged to communicate with the IRB Coordinator to clarify the reasons for deferral or disapproval of applications. Investigators may additionally request an appearance at an IRB meeting to present their views.

II. Appeal Process

The appeals process consists of the following steps:

- 1) The researcher submits a request of the Chair of the IRB, in writing, within ten (10) working days from date of letter, that an appeal of the decision be initiated. IRB notification of disapproval will be mailed as well as emailed on the date of letter.
- 2) The Chair will then have five (5) working days to request the Vice Provost for Research (VPR) at ETSU, or the Associate Chief of Staff for Research ACOS/R) at the VAMC to appoint an Ad Hoc Committee composed of IRB and non-IRB members to review the project in question. The VPR or ACOS/R will have five (5) working days to appoint and charge this committee.
- 3) The Ad Hoc Committee will review the project and send a written report to the IRB with their recommendations. This review will normally take no more than ten (10) working days.
- 4) The IRB will again review the project and deliver its decision, considering the report of the Ad Hoc Committee, but is in no way to be bound by its

recommendation. If the IRB chooses to act in opposition to the report of the Ad Hoc Committee, it should offer a compelling reason for such a decision. A called meeting of the IRB may be necessary for this review, if the next scheduled meeting is not within 14 days of receipt of the report.