SPALDING UNIVERSITY

Proposal Processing Procedures

Policy Number: 002

FULL POLICY CONTENTS

Scope	**Effective:**
Policy Statement	**Last Updated:**
Reason for Policy	
Definitions	**Responsible University Office:** Spalding Office of Graduate
Body	Education
Procedures	
Appendix / Associated Documents	**Responsible University Administrator:** Dean of Graduate Education / Signatory Official
ADDITIONAL DETAILS	
History	**Policy Contact:** REC Chair

Scope

Spalding University faculty, students and staff involved with submitting and / or reviewing human subjects research proposals.

Policy Statement

The proposal processing policy delineates the procedures for ensuring the timely review of human subjects research proposals submitted to the research ethics committee (REC).

Reason for Policy

The purpose of this policy is to outline the steps involved in the proposal review process from proposal submission to final review decision. Additionally, the policy indicates the personnel responsible for completing each step of the process as well as the expected timeframe for completing each step. This will facilitate timely and efficient review of all proposals received by the REC.

Procedures

1. Submission Received in JotForm
2. Check Review Level Accuracy-administrative staff / GA in consultation with REC chair as needed
3. Review for completion (all required documents)-administrative staff / GA
    a. Missing- email researcher asking for missing documents
    b. Complete- check forms for readability
4. Check for signatures- administrative staff / GA
    a. Missing- give 3 days since submission before emailing student and PI, give total of 1 week since submission before emailing a second time
    b. Do not assign without faculty signature
5. Assign to REC reviewer(s) per review level needed-administrative staff / GA
    a. Checking and assigning reviews should take place within 3 days of proposal submission
6. Follow the Proposal Processing Flowchart based on review level for next steps
7. Review all proposal materials – see REC reviewer steps for completing expedited review
8. Complete reviewer guidelines
9. Use provided edit link to add comments and attach reviewer guidelines directly into the corresponding proposal submission –REC reviewer
    a. Exempt: complete review within 1-2 weeks
    b. Expedited: complete review within 2 weeks
    c. Full committee: review prior to meeting

Associated documents
1. Proposal processing flow chart
2. Reviewer guidelines
3. REC reviewer steps
4. Checklist for reviewers

History
Draft proposed and reviewed: January 24, 2025
Implemented: Click or tap here to enter text.
Last reviewed by Research Ethics Committee: January 24, 2025
Spalding Administration Review: n/a
Approved in REC Meeting: January 24, 2025