
Proposal Revision Deadline Procedures

Policy Number: 005

FULL POLICY CONTENTS

Scope
Policy Statement
Reason for Policy
Definitions
Body
Procedures
Appendix / Associated Documents

ADDITIONAL DETAILS
History

Effective: July 1, 2026
Last Updated: January 8, 2026

Responsible University Office: Spalding Office of the Provost
Responsible University Administrator: University Provost /
Signatory Official

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 revision deadline policy delineates the timeline and deadlines for revisions of human subjects research proposals submitted to the research ethics committee (REC) that do not receive full approval after initial REC review.

Reason for Policy

The purpose of this policy is to outline the deadlines and steps involved in the proposal review process when revisions have been requested as a conditional approval. The policy indicates the personnel responsible for completing each step of the process as well as the expected timeframe for each step. This will ensure timely and efficient submission of revisions to the REC to facilitate accurate and thorough proposal review.

Procedures

1. Revisions requested for a submitted proposal - REC reviewer submits comments via jotform REC reviewer section and uploads reviewer guidelines (as needed). See step 9 of [Policy Number 002 Proposal Processing Procedures](#) (REC reviewer attaches comments and guidelines requesting edits to the proposal).

2. Notification sent via jotform (and / or email as needed) detailing requested edits and approval status (conditional approval) – REC administrative staff/GA
3. If no edits received within 30 calendar days, reminder email/Jotform notification sent requesting edits be submitted - administrative staff/GA
4. If edits still not received within 45 calendar days, send second email/Jotform warning of administrative project closure if edits not received within 60 calendar days - administrative staff/GA
5. If no edits received at 60 calendar days, administrative cancellation of project and email sent - administrative staff/GA
 - a. An exception to this timeline will be in regard to full board reviews:
 - i. If an investigator will not have edits ready within 30 calendar days and requests for their proposal to be reviewed at the second upcoming full board meeting, rather than the next scheduled one, this exception will be allowed given the REC is notified by the submission deadline for the upcoming full board meeting.
 - ii. If no edits are submitted by the deadline before the second full board meeting, send email requesting edits (~step 3 – administrative staff/GA).
 - iii. If no edits are submitted by the following full board deadline (the 3rd meeting post-edit request), send second email warning of administrative project closure if edits are not received by the next deadline (~step 4 – administrative staff/GA).
 - iv. If edits are not received by the fourth full board meeting deadline, administrative cancellation of project and email sent – administrative staff/GA.
 - b. Exceptions may also be made on a case-by-case basis if a justifiable reason is provided by the investigator as to why they need longer than 60 calendar days to make the requested edits. These requests must be made (in writing) to the REC within 45 calendar days of the initial request for edits. An extension of a maximum of 30 calendar days (for a total of 90 calendar days) may be given – administrative staff/GA.
 - c. The 60-calendar day deadline will restart each time revisions are requested from a reviewer.

Associated documents

1. Proposal processing
2. Proposal processing flow chart

History

Draft proposed and reviewed: December 5, 2025

Implemented: July 1, 2026

Last reviewed by Research Ethics Committee: January 8, 2026

Spalding Administration Review: n/a

Approved in REC Meeting: January 8, 2026