

## Human Subjects Library Review Procedures

Procedures for Investigators:

- 1) Submit three copies of the required IRB form(s) and other material required by the IRB to the Assistant to the University Librarian for review by the review committee (comprised of two members of the Library Executive Committee).  
The IRB forms are available at the IRB web site:  
<http://www.uic.edu/depts/ovcr/oprs/Forms/index.html>
- 2) The investigator will receive an email from the chair of the review committee informing the investigator of the identity of the reviewers. After reviewing the proposal, the review committee will contact the investigator to inform them about required and suggested changes. (If no changes are required, skip to step 4).
- 3) The investigator completes the changes to the IRB proposal requested by the review committee and resubmits the completed proposal to the chair of the review committee.
- 4) Once the review committee is satisfied with the IRB proposal, the review committee returns the proposal and a signed copy of the departmental review form to the Investigator.
- 5) The investigator submits the signed copy (original) of the departmental review form, a signed copy of the IRB form (original), and all other materials required by the Office for the Protection of Research Subjects (OPRS) to the University Librarian.
- 6) After receiving the signed copy of the IRB forms from the University Librarian, the investigator makes 4 copies of all IRB forms and materials. The copies are distributed as follow:
  - The original and 2 copies for the Office for the Protection of Research Subjects (OPRS)
  - 1 copy for the Assistant to the University Librarian
  - 1 copy for the investigator
- 7) The investigator delivers 1 original copy (with original signatures) and 2 photocopies of the completed and signed proposal to the Office of Protection of Research Subjects. The investigator receives a receipt for the proposal from this office.
- 8) A copy of the receipt and a copy of the completed proposal should be given to the Assistant to the University Librarian for the permanent file kept in the administration office.
- 9) The investigator will be notified by the Office for the Protection of Research Subjects (OPRS) as to the status of the proposal. Should the investigator be required to submit an amendment to an approved proposal, the amendment does not need departmental committee review. After the proposal is amended, resubmitted to, and approved by the OPRS, a copy of the revised proposal should be submitted to the Assistant to the University Librarian for the permanent file kept in administration.

## Procedures for Library Review Committee

- 1) Once a proposal has been received and a review committee has been formed to review an IRB, the review committee will select a chair and the chair will notify the investigator that the proposal has been received. The review will be carried out within one week.
- 2) If after review, the committee suggests changes to the proposal, the chair will notify the investigator of needed changes. If no changes are required, skip to Step 5.
- 3) The investigator will return the revised proposal to the committee chair for approval by the review committee.
- 4) When a proposal receives approval from the review committee, the chair will complete a copy of the Unit/Departmental Review Committee for Research Involving Human Subjects (Appendix F) and obtain original signatures from all review committee members on the form.  
<http://tigger.uic.edu/depts/ovcr/research/protocolreview/irb/forms/index.shtml>
- 5) The signed copy of the form will be given to the Investigator by the chair of the review committee.

## Procedures for the Administrative Office

- 1) Within twenty-four hours of receiving a proposal (except for weekends) the faculty secretary or another member of the executive committee will seek two volunteers from the executive committee or designated alternates to serve on the review committee and distribute the proposal to review committee. The Assistant to the University Librarian (or the faculty secretary or a designated executive committee member in the absence of the faculty secretary) will notify, through the [lib-excomm@uic.edu](mailto:lib-excomm@uic.edu) list that a proposal has been received for review.
- 2) Once the Investigator has received a signed Department Review Committee form from the review committee, the Investigator will submit the signed Unit/Departmental Review form, the IRB form and other material required by the OPRS to the University Librarian. The University Librarian, or the Provost, if the principal investigator is the University Librarian, signs the IRB forms.
- 3) The documents will be given to the Assistant to the University Librarian. The Assistant to the University Librarian will inform the Investigator that the material can be delivered to the OPRS. The copy of the completed proposal with the signed review committee form and signed IRB form will be returned to the investigator. (In the case of exempt proposals, the signed Unit/ Departmental Review form will remain in the University Library's Administrative Office.)
- 4) The Assistant to the University Librarian will receive a copy of final proposal and the IRB receipt. The Assistant to the University Librarian will file this material in the Administration Office.