



RAP IRB WELCOME – WHAT TO EXPECT DURING A REVIEW

Thank you for submitting your study through the Research Administration Portal. At any point during the review process please feel free to add a comment or email us at researchcompliance@uoregon.edu.

It is normal for a study to be in “pre-review” and pending assignment to an administrator for a few weeks as this is generally assigned on a first-come first-serve basis and is dependent on staffing capacity. During that time-period we are working to set up the study for review and will check the study materials for any changes that should be completed before the review by an administrator. Once a study is picked up by an administrator there will be more review activity visible in the system.

Requesting A Rush Review

Due to the volume of submissions we receive, we cannot guarantee approval by a certain date. However, we do our best to accommodate for timelines when able. If there is a specific deadline or start date for this project, please let us know as soon as possible. Please keep in mind that our average processing time for submissions is 45 days. This includes the time pending assignment to an administrator. To request a rush please email researchcompliance@uoregon.edu or add a comment with a specific date.

What you can do to help optimize the review process on your end?

- Please check your study (Training tab) to ensure CITI training information is showing up correctly. If the CITI section in your study is missing information or doesn't look right, please see the guidance on our website. [Why isn't CITI training showing up for an investigator?](#)
- Watch for notifications to prompt action such as revisions, clarifications, and ancillary reviews. Please complete these at your earliest convenience.

Communication through the RAP IRB Module

- All notifications generated by the system will be sent to a uoregon.edu email address.
- If you prefer a non-UO email address, please set up email forwarding so you receive these notices.
- Comments through the system are directed to the email address of the IRB coordinator.
- Unless you are working directly with an IRB coordinator (RCA), please use the comment function on the left of the main study page or email researchcompliance@uoregon.edu for questions. This way your question will be seen and can be responded to as soon as possible if one individual is out of the office or unavailable.
- Please be sure to select “IRB Coordinator” under “Who should receive an e-mail notification?” when using ‘Add Comment’ action in the RAP to ensure that notification is sent. Otherwise, we won't know you had a question.

What do I do if I need to modify my study?

- **Making changes to a pending submission:** Once “submit” is clicked the study is locked on the researcher's end. If you need to make changes, please add a comment or let us know at researchcompliance@uoregon.edu and we can return the study record for editing.
- **Responding to a clarification/revisions request:**
 - [Responding to a modification required notification](#) (RAP Instructions PDF)
 - [Attachments - Instructions on where to attach study materials](#) (RAP Instructions PDF)
- **Modifying an approved study:**
 - [Modify Previously Approved Research](#) (RAP Instructions PDF)
 - [Modification \(Amendment\) Review](#) (Guidance on website)

Additional Resources

- [Human Subjects Guidance Library](#)
- [RAP Help Center](#)
- [Forms and Applications](#)
- [FAQs](#)