



How To Proceed After Approval of an Application

Once your application has successfully gone through the review process and been approved, you will receive an email notification with a copy of your approved application packet with all supporting certificates and attached files as well as an approval memo. The application will be marked with an “Approved” status and will now appear in your “Approved Applications” section of your submission under My Apps. You can always access any of your applications no matter their states.

•Application Expiration Email Notifications

You will receive Expiration Notification Emails when your application approaches its expiration date. Expiration emails are sent at 30, 60, and 90-day intervals as well as if the application expires prior to a continuation being submitted or a final report. It is recommended that you submit a continuation form if you need extension of time to continue your research. If your research project is complete then you must submit a Final Report form in order to have the project closed and marked completed. Both the continuation and final report form templates are located in your Available Forms List of your Forms and Submissions page. If an application does expire before a continuation is submitted, a new application must be filled out and submitted in order to conduct your research.

•Training Certificate Expiration Email Notifications

Similar to approved applications, Expiration Notification Emails will be sent at 30, 60, 90-day intervals as well as if the training certificate expires. You must visit the training website and update your training certificate and then upload your updated certificate into Maestro but indicating you are replacing an expiring or already expired certificate.

•Application Approved with Stipulations

Applications can be approved with stipulations which will be indicated in the approved with stipulation packet and memo. The application will be flagged and the stipulation recorded in order to document that the requirement has been made. Once the stipulation has been satisfied, then the application will be updated to an Approved state.

•Adverse Event Occurs during the research project

If during your research some adverse event occurs, you must submit an adverse event form to the Office of Research Compliance to be reviewed by the IRB.

•Modification of Protocol Research

Any modifications to your protocol or team members must be communicated to the IRB committee by filling out and submitting a continuation/modification form and indicating the reasons for the modification. Since the continuation and modification use the same form, it is also possible to submit a combination continuation & modification form should your project need extending in addition to documenting the modification of your research.

•Continuation of Research

A continuation of your research project after the original approval must be submitted prior to the current approved application expiring.

•Completion of Research

When your research project is completed, you will fill out a final report and submit it to the Office of Research Compliance to be reviewed and action taken to close out the application project and all related original parent and children applications. All application forms for that project will be marked as completed and no further action is needed.