



A QUICK START GUIDE TO EXEMPT APPLICATIONS

1.

Obtain Institutional Authorization

Complete the Research Authorization Form and submit it to the Provost. You must secure internal approval from Heritage University before TIER IRB can begin the review.

2.

Schedule an Initial Consultation

Upon receiving research authorization, contact TIER IRB to discuss the details of your research as well and answer any questions you may have about the submission process. Contact Sam at samc@tierinstitute.com to schedule

3.

Prepare Your Submission Package

Ensure that your submission is complete and includes all required attachments by cross-referencing your materials against the IRB Submission Checklist.

4.

Submit & Await Review

Email your full package to Lori at (loric@tierinstitute.com). After an admin check and committee review, you'll receive a formal determination or a request for modifications via email.

5.

Review Outcomes

You will receive one of three determinations:

1. Approval: Research may begin.
2. Contingent Approval: Approval granted once specific board changes are met.
3. Denial: The application is rejected as submitted.

6.

Amendments

Significant changes to a protocol after it has received approval must go through the amendment process. Submit an Amendment Request Form to Lori at loric@tierinstitute.com. Changes must be reviewed and approved before they are implemented.

7.

Study Closure

Once your research is complete, submit a Study Closure Form via email to Lori at loric@tierinstitute.com. This formally closes your file with the IRB and ensures compliance with final reporting requirements.