**START**

Obtain approval from your institution’s IRB.

New Application Review Process

Please note: The entire process takes 2 to 3 months from application submission to research approval.

**STEP 2**

Initial review by HSRC Admin Team (2-4 weeks)

**STEP 2B**

HSRC Admin may request further info and/or missing documents from PI. (1-3 weeks)

**STEP 3**

2nd level review by DMH Data Security & Privacy Officers (1-3 weeks)

**STEP 5B**

**NO**: Some IRB designated exempted studies may qualify for HSRC expedited review (e.g., .data request and analyses). (1-2weeks)

**STEP 6**

If all requirements are satisfied, approval of study is granted.

**STEP 4**

Does the application require a full committee review? YES or NO (DMH HSRC Chair will make this determination.)

**STEP 5A**

**YES**: A committee meeting is scheduled to discuss and approve the study. (2 weeks)

**FINISH**

PI must submit all publications related to their study to DMH HSRC. PI may also be asked to present findings to DMH community.

 **STEP 1**

Submit New Proposal Application & supporting documents to DMH HSRC.