Student Theses/Dissertations

Faculty PI Projects

Student passes prospectus

The Principal Investigator (PI):

1. Completes the IRB proposal (see [irb.byu.edu](file:///C%3A%5CUsers%5Ckatles%5CDropbox%5CBYU%5CCitizenship%5CScholarly%20Works%20Review%5CIRB%20Scientific%20Reviews%5Cirb.byu.edu) for guidelines)
2. Generates a PDF packet
3. Submits the PDF to the SRC email account: mse\_src@byu.edu

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The PI completes the IRB proposal and the Thesis/Dissertation chair completes the Scientific Review Checklist and submits both documents to the SRC email account: mse\_src@byu.edu, *noting that the project is a student thesis/dissertation*.

The Chair of the SRC sends the IRB proposal out for review to two SRC committee members who typically are faculty from the same department as the PI. Reviewers have 5 business days to review the proposal and complete/return the SRC Checklist.

The SRC Chair adds their signature to the checklist and sends to the PI via email.

Each reviewer completes and submits the signed checklist to mse\_src@byu.edu with recommendations within 5 business days.

**REVISIONS REQUESTED by one or both reviewers**

**APPROVED**

The SRC Chair returns the approved/signed checklist(s) to the PI via email.

The SRC Chair sends the PI anonymized feedback from the reviewers. PI addresses feedback and resubmits proposal to mse\_src@byu.edu.

The SRC Chair sends updated proposal back to reviewers.

***NOTE:***

* *The MSE Scientific Review typically requires 5-10 business days, depending on required revisions*
* *IRB submission deadlines for full reviews are due around the 10th of the month (*[*https://irb.byu.edu/dates-deadlines)*](https://irb.byu.edu/dates-deadlines%29)

**The PI attaches the approved SRC Checklist(s) to the IRB proposal and submits to the IRB.**