Appeal Process:

A Principal Investigator (PI) may appeal to the Kaiser Permanente Northwest Institutional Review Board (KPNW IRB) for reconsideration of an IRB decision. The PI should make this appeal within 30 days after notification of the IRB decision.

The convened IRB may reverse a previous decision if its findings are consistent with federal regulations, the IRB’s policies and procedures, and standard operating procedures.

You are welcome to contact the Research Subjects Protection Office (RSPO) at 503-335-6357 for guidance on how to approach an appeal before submitting it in writing.

Steps for appeal:

1. The PI writes a memo to the IRB outlining the case for appeal including a clear statement of why the IRB should reconsider (for example, addressing the issues the IRB had with the study to eliminate or minimize the IRB’s concerns and providing evidence that the study is low risk).

2. In the study workspace within the eIRB, the PI clicks on the activity in the left column titled “Send Email to RSPO”.

3. The PI chooses Sandy Heintz and Gail Morgan to send the email to, attaches the memo of appeal, then clicks on “send”.

4. The RSPO staff will receive the appeal and forward it to the IRB Chair who will decide whether the convened IRB will review the appeal.

5. If the appeal goes for full board review, the PI should plan to be available for input by phone during the meeting. The PI will be notified of the date and time to be available.

6. The RSPO staff will inform the PI and study staff, listed in the eIRB for that study, via an email through the eIRB of the outcome of the appeal. If the appeal is not accepted, the reason for that decision will be communicated to the PI and study staff.