

Appendix E

IFR Operating Timescales

Activity	Timescale
Acknowledge receipt of IFR	Automated response upon receipt when IFR is submitted online; within three (3) working days for email submissions
IFR triaged	No more than seven (7) working days from receipt
Triage outcome communicated to clinical applicant	No more than five (5) working days from triage meeting
IFR Panel outcome communicated to clinical applicant (decision or case closed)	No more than forty-five (45) working days from receipt
Outcome – urgent IFRs	No more than ten (10) working days from receipt of fully completed application
Case closed following request for further information from applicant that is not received	Twenty (20) working days from date of request for further information to applicant
Appeals	Appeals must be received within thirty (30) calendar days from date on IFR Panel decision letter
Review of appeals referred to IFR Appeal panel	No more than thirty (30) working days from the date the appeal is referred to the IFR Appeal panel
Minutes of meetings approved by Chair	No more than five (5) working days following the meeting
Outcome sent to applicant	No more than five (5) working days following approval of minutes