

INSTITUTIONAL REVIEW BOARD

Application for Initial Protocol Submission

<p>INSTRUCTIONS: Your application includes this form and all documents as defined in ARMC-IRB Guidelines for Principal Investigator of which you have been provided a copy. Answer all questions in the application form. Do not answer questions with "see protocol." Failure to properly complete this application and provide the supporting documents will delay the review and approval of your protocol by the ARMC-IRB.</p>	<p style="text-align: center;">FOR IRB OFFICE USE ONLY</p> <p>Type of Review: <input type="checkbox"/> Full Board <input type="checkbox"/> Expedite <input type="checkbox"/> Exempt </p> <p>IRB Protocol #: _____ </p>
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PART A – TITLE/ INVESTIGATOR/ COORDINATOR INFORMATION

Title of Protocol:

Principal Investigator -

Name:	Hospital/Department:
Phone Number:	Mailing Address:
E-mail Address:	

Sub-Investigator(s) -

If more than one, attach separate sheet listing all

Name:	Hospital/Department:
Phone Number:	Mailing Address:
E-Mail Address:	

Sub-Investigator(s)

Name:	Hospital/Department:
Phone Number:	Mailing Address:
E-Mail Address:	

☐ Additional Sub-Investigators (see Attachment A)

PART B – LEVEL OF RISK

Level of Risk:	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input type="checkbox"/> High
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PART C – SOURCE OF FUNDING/ SPONSOR

Indicate all applicable sources of funding and the sponsor

- | | |
|---|-------|
| <input type="checkbox"/> Federal Sponsor | Name: |
| <input type="checkbox"/> Commercial Sponsor | Name: |
| <input type="checkbox"/> Foundation Sponsor | Name: |
| <input type="checkbox"/> Other (specify) | Name: |
| <input type="checkbox"/> No support | |

PART D – CONFLICT OF INTEREST

Does the principal investigator or any sub-investigator (or any member of their immediate family) -

a. Own or control any equity interest in any drug, device or technology involved in this research study?

☐ Yes* ☐ No

b. Have a financial interest, direct or indirect, in any listed source of external support?

☐ Yes* ☐ No

c. Function as an advisor, employee, officer, director, or consultant for any listed commercial source of external support?

☐ Yes* ☐ No

**If yes, please attach detailed information to permit the IRB to determine if such involvement should be disclosed to potential subjects.*

PART E – RECRUITMENT INFORMATION

Subject Matter - Check all that apply

- | | |
|---|-------|
| <input type="checkbox"/> Investigational New Drug | IND # |
| <input type="checkbox"/> Investigational New Device | IDE # |
| <input type="checkbox"/> Marketed Drug, New Indication | |
| <input type="checkbox"/> Marketed Drug, Approved Indication | |
| <input type="checkbox"/> Non-drug Study | |

Duration of study: # ☐ Months ☐ Years

Will you be advertising? ☐ Yes* ☐ No

**If yes, please attach a sample of the advertisement.*

Subjects Involved - Check all that apply

Subjects	Number	Age Range
<input type="checkbox"/> Healthy (normal) Subjects		
<input type="checkbox"/> Patients		

Classification - Check all that apply

- | | | |
|---|---|---|
| <input type="checkbox"/> Adults | <input type="checkbox"/> Physically Handicapped | <input type="checkbox"/> Cognitively Impaired |
| <input type="checkbox"/> Minors (< 18yrs) | <input type="checkbox"/> Pregnant Women | <input type="checkbox"/> Comatose |
| <input type="checkbox"/> Male | <input type="checkbox"/> Non-English Speaking: | <input type="checkbox"/> Prisoners * |
| <input type="checkbox"/> Female | Specify- | *Record Review Only |

Degree of involvement of subjects - Check all that apply

- | | |
|--|---|
| <input type="checkbox"/> Experimentation | <input type="checkbox"/> Medical Record |
| <input type="checkbox"/> Observation | <input type="checkbox"/> Other (specify): |

Source of subjects - Check all that apply

- | | |
|--|---|
| <input type="checkbox"/> ARMC In-Patient | <input type="checkbox"/> ARMC Emergency Dept |
| <input type="checkbox"/> ARMC Out-Patients | <input type="checkbox"/> County/State Public Health |
| <input type="checkbox"/> Other (specify): | |

PART F – CHECKLIST FOR APPLICATION - *protocol submission contains the following:*

- | | |
|---|--|
| <input type="checkbox"/> Study Objectives | <input type="checkbox"/> Degree of Human Subject Involvement |
| <input type="checkbox"/> Background | <input type="checkbox"/> Informed Consent (as applicable) |
| <input type="checkbox"/> Study Design | <input type="checkbox"/> Confidentiality statement |

PART G – APPROVALS: CLINICAL

“I have read ARMC-IRB Investigator Guidelines and signed the Principal Investigator’s Statement of Assurance”

Principal Investigator's Signature

Date

“This protocol has been reviewed for scientific merit and has the academic endorsement of this department.”

Department Chair's Signature

Date

PART H – APPROVALS: RESOURCE UTILIZATION

NURSING CARE: Will nurses be asked to provide study-associated care beyond the usual given for the patient’s condition? (e.g., extra vital signs, administration of additional medications, more frequent monitoring, additional education)?

Yes ☐ No ☐

If yes, please describe below, then provide appropriate signature:

Chief Nursing Officer Approval _____

Date: _____

LABORATORY: Does the study require additional tests that would not be part of usual care for the patient’s condition? Yes ☐ No ☐

If yes, please describe below, then provide appropriate signature:

Laboratory Manager Approval: _____ Date: _____

MEDICAL IMAGING: Does the study require additional imaging procedures that would not be part of usual care for the patient's condition? Yes ☐ No ☐

If yes, please describe below, then provide appropriate signature:

Medical Imaging Manager Approval _____
Date: _____

OTHER DEPARTMENT(S): _____:

Does the study require additional hospital resources beyond that which is customarily provided? Yes ☐ No ☐

If yes, please describe below, then provide appropriate signature:

Administrative Approval: _____ Date: _____

CHIEF FINANCIAL OFFICER APPROVAL (REQUIRED for all Sponsored Studies)

Have appropriate reimbursement arrangements been made? Yes No

Comments:

Chief Financial Officer Approval: _____ Date _____

**ARROWHEAD REGIONAL MEDICAL CENTER
INSTITUTIONAL REVIEW BOARD**

Principal Investigator Statement of Assurance

By signing below I agree/certify that:

- I have reviewed this protocol submission and agree to accept responsibility for the scientific conduct of this project.
- I will conduct this research in strict compliance with all Federal and/or State Regulations and ARMC-IRB standard operating procedures.
- **I will ensure that all sub-investigators and other study personnel assisting in this research are fully educated as to the entire protocol and consent process as well as data and record keeping requirements.**
- I will not enroll any individual into this research study until I have received final approval in writing from the ARMC-IRB or at any period of time where renewal approval has expired or enrollment has been suspended by either the ARMC-IRB or the study sponsor.
- I will submit any additions, corrections or modifications to the full protocol or the informed consent document to the ARMC-IRB for approval before implementing them.
- I will promptly report to the IRB, any serious adverse reactions, events, complications, or protocol deviations which may occur as a result of this study.
- I will respond promptly to all requests for information or materials from the ARMC-IRB or the IRB Office and will submit annual progress reports in a timely manner for ARMC-IRB renewal approval. It is understood *Exempt* approval expires one year from the date of approval.
- I will not enroll any individual into this research study until such time that I obtain his/her written informed consent, or, if applicable, that of his/her authorized representative.

Principal Investigator Name: _____

Principal Investigator's Signature

Date