



*The Heart of a
Healthy Community*

IRB Submission Guidelines

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Office of Research and Grants
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Submitting to the IRB

- The IRB requirements vary depending on the type of study you wish to conduct
- The next slide summarizes the necessary documents required for submission according to your study

IRB APPLICATION PROCESS AT A GLANCE

Choose the appropriate application process for your study

1. Sponsored Study	2. Prospective Study	3. Retrospective Study	4. Case Study
<ul style="list-style-type: none"> ○ Research Financial Form ○ IRB Application ○ CITI/NIH Certificates ○ Protocol Summary ○ Informed Consent (English & Spanish) ○ PHI form ○ Questionnaire, survey, educational materials, etc. ○ Clinical Trial Agreement/ Contract 	<ul style="list-style-type: none"> ○ IRB Application ○ CITI/NIH Certificates ○ Protocol Summary ○ Informed Consent (English & Spanish) ○ Questionnaire, survey, educational materials, etc. ○ PHI form 	<ul style="list-style-type: none"> ○ IRB Application ○ CITI/NIH Certificates ○ Protocol Summary ○ HIPAA authorization waiver 	<ul style="list-style-type: none"> ○ Statement of Intent ○ Patient consent ○ CITI/NIH certificates

After Submission:

- Once you have submitted all of the necessary forms to the IRB, they will be reviewed by the IRB Coordinator and IRB board members
- Prospective studies require a full board review and will be reviewed and voted on at the bi-monthly IRB meetings
- All other studies are reviewed and approved on a rolling basis by the board members
- If changes to your study need to be made or adjusted you will be notified
- If no changes are requested an IRB approval letter will be provided to all study members so you may begin your study

After Submission continued:

- All studies will be assigned a Protocol number and will be always be referenced by that protocol number
- If you have further questions on what needs to be submitted you may contact Julie the IRB Coordinator:
 - Via email: [ARMC-IRB@armc.sbcounty.gov/Christiaj@armc.sbcounty.gov](mailto:ARMC-IRB@armc.sbcounty.gov)
 - Via Phone: 909-580-6298
 - In person: located on the lower level of the hospital (across the hall from Pharmacy) door number #GC150A