

## **APPROVAL PROCESS FOR HUMAN SUBJECT PROTOCOL CHECKLIST**

### **INITIAL SUBMISSION**

- Call research office 576-4474 and check IRB website for current forms (<http://irb.wayne.edu/index.php>).
- Submit forms to the research office for CIC approval.
- When CIC approval memo received from research office, take forms and CIC approval memo to IRB for approval (within 90 days of CIC approval).
- Copy the research office on all IRB communications and forms regarding required revisions.
- When IRB approval memo received, submit copy to the research office for R&D approval.
- When memo received from ACOS that all appropriate committees have approved the study - then you may begin the study.
- File all forms and approval memos in regulatory binder.

### **AMENDMENTS AND CONTINUATIONS**

- Call research office 576-4474 and check IRB website for current forms (<http://irb.wayne.edu/index.php>).
- Submit forms to the research office for CIC approval.
- When CIC approval memo received from the research office, take forms and CIC approval memo to IRB for approval.
- When IRB approval memo received, submit copy to the research office - you may initiate an amendment or continue the study (R&D committee approval not required).
- File all forms and approval memos in regulatory binder.