

Submission Requirements for IRB Review

Legend:	
Required:	✓
If Applicable:	
Not Applicable:	

Please Note:

For documents listed in Column A: Blank forms are available on the Forms & Templates page in IRBNet.

For the document listed in Column B: Please see the instructions for completing this form in "Guide for Researchers - Submitting and Retrieving Documents" found on the Forms & Templates page in IRBNet

For the document listed in Column C: Blank forms are available on the Forms & Templates page in IRBNet.

For the document listed in Column D: Please see the instructions for completing this form in "Guide To Writing Your Protocol" found on the Forms & Templates page in IRBNet

For documents listed in Columns E-H: Templates are available on the Forms & Templates page in IRBNet.

For documents listed in Columns I-J: Blank forms are available on the Forms & Templates page in IRBNet.

To share your project, or to obtain signatures: Please see the instructions for completing this form in "Guide for Researchers - Submitting and Retrieving Documents" found on the Forms & Templates page in IRBNet

For training and disclosure requirements and instructions: Please see the "SUNY DMC IRB - Training and COI Requirements" on the Forms & Templates page inside IRBNet.

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z	aa		
Submission Type	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓		
Application Form Required for the specific submission type (form found on the Forms & Templates page in IRBNet)	↓ Other documents needed ↓	Registration Form	Scientific Review Worksheet (SRC)	Study Protocol	Consent Form	Information Sheet	Supplemental Genetic Consent	Assent Form	HIPAA Waiver Form	Authorization Form - Research Recruitment	Recruitment Materials (Flyers, Brochures, Posters, Print and Radio Ads, Scripts, Letters)	Data Collection Instruments (including spreadsheets, forms, Surveys/Questionnaires)	Investigator's Brochure, Prescribing Information (where applicable)	Grant Application (abstract, key personnel, research plan, human subject sections)	Cover Letter	Data Safety Monitoring Board Reports	Audit and Monitoring Reports	Journal Publication/Other Supporting Data/Information	Other documents, internal or from sponsor, relevant to study	↓ Signatures Required ↓	Electronic Signature of Scientific Review Committee (SRC)	Electronic Signature of the Chair of your Department	Electronic Signature of the Principal Investigator (PI)	↓ Training & Disclosures Required to be complete before IRB approval ↓	Conflict of Interest Training	Annual Conflict of Interest Disclosure Forms	Declaration of New Research Project or "Transactional Questionnaire"	Collaborative Institutional Training Initiative (CITI)	HIPAA Training
New Study - Full Board	Application for Expedited or Full Review	✓	✓	✓	✓																✓	✓	✓	✓	✓	✓	✓	✓	
New Study - Expedited	Application for Expedited or Full Review	✓	✓	✓	✓																✓	✓	✓	✓	✓	✓	✓	✓	

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↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓
New Study - Retrospective Chart Review	<i>Application for Expedited or Full Review or Application for Exempt Request and Review of Human Research</i>	✓	✓	✓					✓			✓								✓	✓	✓	✓	✓	✓	✓	✓
New Study - Exempt	<i>Application for Exempt Request and Review of Human Research</i>	✓	✓	✓																✓	✓	✓				✓	✓
New Study - Humanitarian Use Device (HUD) for Research Purposes	<i>Application for HUD for Clinical Use & Application for Expedited or Full Review</i>	✓	✓	✓	✓															✓	✓	✓	✓	✓	✓	✓	✓
New Study - Humanitarian Use Device (HUD) for Clinical Purposes ONLY	<i>Application for HUD for Clinical Use</i>	✓																			✓	✓					

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Continuing Review / Progress Report	Application for Progress Report			✓																		✓	✓	✓	✓	✓	
Amendment to Approved Research	Application for Amendment Form	✓																				✓					
Adverse Event Report	Application for Reportable Event														✓							✓					
Protocol Deviation	Application for Reportable Event														✓							✓					
Protocol Exception	Application for Reportable Event														✓							✓					
Unanticipated Problem	Application for Reportable Event														✓							✓					

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↓	↓		↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓
Case Report (1-3 patients)	<i>IRB Decision Aid: Does a SUNY DMC project need a SUNY DMC IRB Application or an SUNY DMC IRB Determination Letter?</i>															✓															
Research Determination	<i>IRB Decision Aid: Does a SUNY DMC project need a SUNY DMC IRB Application or an SUNY DMC IRB Determination Letter?</i>															✓															
Final Report / Study Closure	<i>Application for Final Report</i>																							✓							

CONTACT NUMBERS:

For all IRB related questions: Please call (718) 613-8480

For questions about the Conflict of Interest training/filling out the Conflict of Interest Forms: Please call (718) 270-4033

For questions regarding the review/approval of the Conflict of Interest Forms: Please call (718) 270-1258

For all Grant related questions: Please call (718) 270-1179