The Process: Project Submission for ED, Banner, UAHS and UA IRB Approvals

For starters, all documents must be reviewed/submitted by Susanne Olkkola, who is happy to help with that process. When your documents are completed and signed by the PI, please forward them to Susanne at solkkola@aemrc.arizona.edu. She will then:

1. Route them to ED for approval and signatures (1-2 days usually).
2. Route them to Banner for review and approval (they meet twice a week on T, R, so turn-around is in one-half to one week), which produces email necessary for IRB.
3. Enter it into the UAHS portal, sort of like SRA, which produces a document necessary for IRB.
4. Submit it to the IRB, with all necessary approvals and attachments.
5. Usually the IRB requests a few edits/changes, which you and Susanne will work together to amend. (Depending on the requested changes and responsiveness, this can be 2-4 weeks).
6. Approval is achieved.

For the IRB submission, you will need to assemble the approval documents outlined above AND all of the following (in MS Word format):

- Application forms (F200, F107)
- Consent forms (see guidance materials for required elements and HIPAA inclusions)
- Any recruitment materials
- Any data collection tools (survey questions, etc.)
- If there are children involved, you will need to complete an Appendix A.
- PI signed CV using exact statement below:

_Signed Statement by Candidate_

>This is a true and accurate statement of my activities and accomplishments. I understand that misrepresentation in securing promotion and tenure may lead to dismissal or suspension under ABOR Policy 6-201 J.1.b.

_________________________________________  Date: ____________________

Signature