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