

B3 IRB Full Board Submissions

Effective immediately

The Human Investigation Committee (HIC) is pleased to announce the creation of a new full board submission process that will now be utilized by the **B3 IRB**. This new process enables Principal Investigators to submit full board protocols, amendments, continuations and responses to tabled revisions to the **B3 IRB** via **email**.

- **Full Board Protocols:** In addition to emailing all the protocol documents (see the Protocol Summary Form for detailed list), Principal Investigators must also submit **one original** signed protocol summary form and accompanying documents, as well as **two complete collated packets** to the HIC Office.
- **Full Board Amendments and Tabled Responses:** In addition to emailing all the amendment or tabled response documents, Principal Investigators must submit **one original** signed amendment form or tabled response and accompanying documents, as well as **two complete collated packets** to the HIC Office.
- **Full Board Continuations:** In addition to emailing all the continuation documents, Principal Investigators must submit **one original** signed continuation form, **two** clean copies of the informed consent/assent/information sheet currently in use, and **two** clean copies of the advertisements/notices/flyers currently in use.

Below is a summary of the new instructions:

1. Check the HIC website for **submission deadline dates**
2. **Download** new forms from the HIC website (www.hic.wayne.edu)
3. **Email** the form and the associated documents as attachments to **B3Board@wayne.edu**
 - For new protocol submissions, the subject line of the email should read:
NEW PROTOCOL (PI Name).
 - For new amendment submissions, the subject line of the email should read:
NEW AMENDMENT (PI Name and HIC #).
 - For continuation submissions, the subject line of the email should read:
CONTINUATION (PI Name and HIC #).
 - For tabled response submissions, the subject line of the email should read:
TABLED RESPONSE (PI Name and HIC#).

It is preferred that forms be submitted as Word documents. **In addition, all signature pages must be scanned and submitted as PDF files.**

4. **Deliver** hardcopies to the HIC by the B3 deadline. **NO EXCEPTIONS.**
 - a. For new protocols, amendments, and tabled responses, submit ONE signed original copy of entire protocol packet and TWO copies of the entire packet.
 - b. For continuations, submit ONE copy of entire continuation packet with a signed original continuation form.

THE EMAIL ADDRESS (B3Board@wayne.edu) SHOULD BE USED EXCLUSIVELY FOR SUBMITTING FULL BOARD SUBMISSIONS TO THE B3 IRB.

DO NOT USE THIS ADDRESS TO SUBMIT EXPEDITED/EXEMPT APPLICATIONS, AMENDMENTS, CONTINUATIONS OR OTHER COMMUNICATION TO THE B3 IRB OR HIC OFFICE.