

M1 IRB Full Board Submissions
****FOR NEW INITIAL SUBMISSIONS ONLY****
Effective immediately!

New Process Reduces Paperwork!

The Human Investigation Committee (HIC) is pleased to announce the creation of a new full board protocol submission process that will start with the **M1 IRB**. This new process enables Principal Investigators to submit **new** protocols to the **M1 IRB** via **email**.

In addition to emailing all the protocol documents (see the Protocol Summary Form for detailed list), Principal Investigators will also submit **one original** signed protocol summary form and protocol documents, as well as **two complete collated packets** to the HIC Office.

Below is a summary of the new instructions:

1. Check the HIC website for **submission deadline dates**.
2. **Download** new protocol forms from the HIC website (www.hic.wayne.edu).
3. **Submit** the protocol summary form and the associated documents as attachments **via email all documents listed below in (4a) to M1Board@wayne.edu**. The subject line of the email should read: **NEW PROTOCOL (PI Name)**. It is preferred that forms be submitted as Word documents; information from pharmaceutical companies can be submitted as PDF.
4. Once you receive an email notification from the M1 IRB Research Compliance Administrator acknowledging receipt of your protocol, you will be instructed to submit the following to the HIC Office (101 E. Alexandrine):
 - a. **ONE** signed **original** Medical/Behavioral Protocol Summary Form (with associated documents such as the informed consent/HIPAA Authorization Form, HIPAA Summary Form, any Appendices, etc.)
 - b. **TWO** copies of all documents listed above (4a).

THE EMAIL ADDRESS (M1Board@wayne.edu) SHOULD BE USED EXCLUSIVELY FOR SUBMITTING NEW FULL BOARD PROTOCOLS TO THE M1 IRB.

DO NOT USE THIS ADDRESS TO SUBMIT AMENDMENTS, CONTINUATIONS OR OTHER COMMUNICATION TO THE M1 IRB OR HIC OFFICE.