Notice to All Principal Investigators

New Procedures for Submitting Requests to the UCSD IRBs

The Office of Research Oversight (ORO) directed us to develop a central “intake” function in order to ensure that the VA R&D Office was aware of all requests for review by a subcommittee. It is essential that no research commence, continue, or be closed without full R&D approval. **Beginning June 15th** you must:

1. Complete the appropriate **Request for R&D Committee Approval** to either: Initiate New Proposal; request Continuing Review; or request Study Closure. You do not need to submit any of the other documents required for such a request at that time as they **may change during review** by the IRB.*. These forms must either be sent electronically to teresa.kimber@va.gov or brought to the Research Office Intake Desk on the 6th floor of the main building.

2. You will receive an electronic “**VA Receipt of Review Request**” with an assigned **R&D Application Number** that will be used to track the specific request. It is not a number that will be permanently associated with your project; it is only a number to track the status of your specific request to initiate, continue or close a study. (Attached is a sample copy of the form you will receive.)

3. You must include this form with your submission to the IRB. The IRB **will not process** your request without this form.

4. Once your have completed the IRB review you will need to submit the documents approved by the IRB and all other documents required for R&D approval, either marked with the R&D Application Number or with a copy of the VA Receipt of Review Request.

*For new studies, you may wish to submit the following forms along with your Request for R&D Committee Approval to expedite SRS and IRC approvals while the IRB review is being conducted: 1) Abstract, 2) Conflict of Interest Form, 3) Listing of Study Personnel, 4) Hazard Assessment and Biosafety Level Declaration form for 2008 that is PI specific (if one is not already on file), SRS Research Project Safety Form, and if appropriate, the UCSD Biosafety User Authorization or UCSD Radiation Use Authorization.

If you have any questions you may contact Sharon Sounhein at extension 6362.

Robert Smith, MD
ACOSR&D

Attachment: VA Receipt of Review Request form
VA RECEIPT OF REVIEW REQUEST

This is to notify the UCSD Human Research Protection Office that we have received a request from the following investigator for the following IRB review:

PI:     (insert name)
Study Title:    (insert title)
UCSD IRB Number: (if known)

Type of Review:

_____ Initial Review
_____ Continuing Review
_____ Closure Request

This request has been assigned the following R&D Application Number:______________
Please upload this document along with the rest of the investigator’s submission.

You may now process this VA request.

Intake Coordinator