

## SOP: External IRB Screening

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### 1. PURPOSE

- 1.1. This procedure establishes the process for screening studies for local review requirements.
- 1.2. This procedure begins when the [HRPP Administrator] receives a study submission for IRB review.
- 1.3. This procedure ends when the investigator has been notified whether the protocol can be submitted to the IRB.

### 2. POLICY

- 2.1. The [Organization] requires screening of studies to identify any local [Organization] reviews required before <Human Research> may commence.

### 3. RESPONSIBILITY

- 3.1. The [HRPP Administrator] carries out these procedures.

### 4. PROCEDURE

- 4.1. Screen the submission for the following items before submission to the external IRB.
- 4.2. Use "WORKSHEET: External IRB Screening (HRP-470)."
- 4.3. Communicate with the submission contact to correct any potentially resolvable contingencies.
- 4.4. Notify the investigator whether the protocol can be submitted to the external IRB.

### 5. REFERENCES

None