



Submission Requirements

Submitting documents to the IRB

All materials must be typed and submitted electronically. Maintain electronic copies of all information submitted to the HSPP office in case revisions are required. It is recommended that version dates be used while naming documents. **Items not following the submission requirements will be returned without review.**

1. Documents must be submitted to the VPR-IRB@email.arizona.edu account and not to individual staff email accounts. After contact by a staff member future correspondence may be communicated directly to the staff member concerning the submission.
2. If acknowledgement of receipt is needed, please request a "Read Receipt" through your email server. If you use Microsoft Outlook 2007, this is accomplished by clicking "Options" and choosing the "Request a Read Receipt" checkbox in a new email.
3. One submission request per email (e.g. one new project submission, one continuing review plus attachments, or one modification request).
4. One submission per protocol is allowed in the HSPP office at one time. This is a systems issue. Once the submission has been approved, a new submission may be sent to HSPP for processing.
5. All submissions must have signatures. An email acknowledgement in place of a signature will not be acceptable. If electronic signatures are not available for use, the signature pages may be signed and scanned as a separate Adobe PDF document and attached to the submission email.
6. **Microsoft Word documents are REQUIRED** for applications, consents, recruitment materials, and data collection instruments (if available). PDFs may be submitted for documents that typically are not revised by the IRB (e.g. Investigator Brochures, sponsor protocols).
7. The email subject line must include: IRB # (if assigned one), PI Last Name, and type of submission (New Project, Amendment, Renewal, Reportable Item, etc.).
8. The email must provide a list of the documents submitted for review. While the documents attached do not have to adhere to a specific naming scheme, it is requested that each document be named to clearly reflect what is inside.