

Submitting Document to MEZCOPH Research Office

All materials must be submitted electronically to Suzanna Trejo-Robinson at

suzanna@email.arizona.edu.

- Do not submit additional information about a study or protocol, such as Amendments, until the first submission has been approved.
- Do not submit hand written IRB applications.
- Submit only completed, fully signed documents.
 - Email acknowledgement and approval, in place of a physical signature, is preferred and acceptable for all type of IRB applications.

When submitting materials to the Research Office, the email subject line must include:

- Principal Investigator name in the following format: FirstInitial. Last Name
- College and (student) in parentheses if you are a student at any level
- IRB # (if assigned)
- Type of Submission (Determination form, Application for Human Research, Amendment, Renewal, Closure, etc.)

These two examples are meant to show what the email subject line would look like with all the elements mentioned above

Example of a student submission: A. Jones_MEZCOPH(student)_IRB#120892_Amendment

Example of a faculty submission: A. Jones_MEZCOPH_IRB#176549_wRenewal

The body of the email must include a list of the documents being submitted. Each document should be names clearly to reflect its contents.

- The following format is recommended for document naming:
 - FirstInitialofPI. LastNameofPI _ Name of Document _date of submission/revision
 - Example: A. Jones_ApplicationforHumanResearch_7.28.19
- All forms downloaded directly from UA HSPP IRB forms link must be in form-fillable PDF format.
- Microsoft Word documents are required for:
 - Consents
 - Recruitment Materials
 - Data collection instruments, such as surveys of interview questions (if available)
- Materials that are typically not revised by IRB for review, such as investigator brochures and sponsor protocols, may be submitted in PDF format.

Per IRB policy, any submissions that do not meet submission requirements will be returned without review.