MEZCOPH IRB Review & Submission Process (MPH/MS/Doctoral Projects)

Step 1: Complete CITI Training

https://www.citiprogram.org

Step 2: Complete the IRB Determination of Human Research Form

http://rgw.arizona.edu/compliance/human-subjects-protection-program/human-subjects-protection-program-forms/applications-irb-review-and-approval-protocols

Step 3: Internship Chair/Advisor Reviews, Approves & Signs the Determination Form

Step 4: Send Completed & Signed Determination form to:

(1) COPH Research Office (Suzanna Trejo Robinson suzanna@email.arizona.edu)

(2) Student Services Coordinator – (**MPH Students only**)

Is the project Determined to be Human Subjects research?

If NO, then **no further action is needed**.

If YES, then continue with **Step 5…..**

Step 5: Complete the appropriate IRB Form:

F200 Application for Human Research

F203 Application for Retrospective Review of Data or Specimens

F204 Application for Ceded IRB Oversight

Step 6: Internship Chair/Advisor **Reviews, Approves & Signs** as both **Advisor** and **Scientific** Reviewer (on IRB form signature page)

Step 7: Forward / email all documents to COPH Research Office: suzanna@email.arizona.edu

COPH **Research Office submits application** to VPR-IRB Office for Review and Approval

(PI cc'd on submission email)

Once submitted, the **VPR-IRB Office** will communicate directly with the PI of the project

Step 8: Forward IRB Approval email to Student Services Coordinator

(ALL students)

Step 9: Upon project **COMPLETION**, PI must submit an **F212b Concluding /Admin Resolution form** to close out the project (**unless** the project received Exempt approval)