

SPH Process for Human Research Protocol (Full Review) Submission

PI ensures that he/she has met Campus Human Subject Investigator's educational training requirements and has current certificate providing verification of training.

PI checks OPRS website for protocol submission deadline and downloads appropriate protocol application from OPRS website.

PI completes protocol application.

For continuing review protocols, PI submits application and copies directly to OPRS.

For a "new" full review protocol, 3 copies (original and 2 copies) of the human subject protocol and supporting documents are submitted to Sandy Burkes, Office of the Dean, Rm. 1150 SPH-PI. Protocol is stamped in and logged into SPH human subject tracking database.

Scientific merit and ethical concerns are evaluated by SPH DRC Committee (2 members.) Changes required by SPH DRC Committee are e-mailed to the PI by SPH DRC Committee.

Each DCR Committee member completes Appendix F for the "new" protocol.

Sandy Burkes notifies PI via e-mail that SPH DRC has approved the protocol and returns the protocol to the PI via Campus mail. **PI is responsible for making copies and submitting protocol to IRB.**

Upon submission of protocol to OPRS, PI e-mails Sandy Burkes (huey@uic.edu) the IRB number of the "new" protocol.

If revisions to the protocol are required by OPRS, PI submits responses and submits appropriate copies directly to OPRS.

When protocol is approved by OPRS, PI sends copy of the approval letter to Sandy Burkes, Office of the Dean, M/C 923 SPH-PI. Approval date is entered into SPH human research tracking database.