

## 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.

Exempt and expedited protocols are submitted directly to OPRS.

**For a "new" full review protocol, an original and 2 copies of the human subject protocol and supporting documents are submitted to Janet Mattocks, Office of the Dean, Rm.1150 SPH-PI.**

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

Each SPH Reviewer completes Appendix F for the "new" protocol.

Janet Mattocks notifies PI via e-mail of Reviewers comments.  
Once approved, she returns the protocol to the PI via Campus mail.  
**PI is responsible for making copies and submitting protocol to IRB.**

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