**Franciscan Children’s**

**Institutional Review Board (IRB)**

**Submitting an Application to Conduct Research at Franciscan**

-All research projects must be reviewed and approved by the IRB *prior to project initiation*.

-A copy of the blank IRB Application should be saved from the Franciscan public (‘p’) drive or the internal employee website [https://thefran.franciscanchildrens.org/content/page/IRB templates](https://thefran.franciscanchildrens.org/content/page/IRB%20template)

completed and signed by the research study’s principal investigator (PI) and Department Director and be submitted to the IRB Administrator via email (hpage@franciscanchildrens.org) along with all supporting documentation (e.g. consent forms, research staff CITI training certificates & CV/resumes, surveys/questionnaires).

-The IRB is scheduled to meet once per month (1st week of every month) and applications must be received 2 weeks prior to being placed on the agenda. A list of monthly IRB meeting dates and respective document deadlines is included on the IRB tab of the Fran intranet.

-Once the IRB has reviewed the submitted application, the PI will be notified via email of the application’s disposition as follows: Full Approval; Approval with Limited Modifications (requires revisions and/or clarifications before beginning work with subjects; Deferred for Response (requires revisions prior to beginning any work on the research project); Deferred (protocol insufficient, needs to be rewritten prior to resubmission) or Disapproved (safety or other concerns that cannot be overcome).

**Progress Reports to the IRB**

-Upon review and approval of a new application, the study PI will be notified of the interval in which the IRB requires a continuing review report. Continuing Reviews are due at a minimum of once per year.

-A suggested Continuing Review template can be found on the public ‘p’ drive as well as on the internal employee website [https://thefran.franciscanchildrens.org/content/page/IRB templates](https://thefran.franciscanchildrens.org/content/page/IRB%20template)

**Questions?**

IRB Administrator: [hpage@franciscanchildrens.org](mailto:hpage@franciscanchildrens.org)