

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%20templates) completed and signed by the research study's principal investigator (PI) and Department Director and be submitted to the IRB Administrator via email (lhughes@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%20templates)

Questions?

IRB Administrator: lhughes@franciscanchildrens.org