



SOP: External IRB Screening

Document No.:	Edition No.:	Effective Date:	Page:
HRP-170	002	25 JAN 2019	Page 1 of 1

1. PURPOSE

- 1.1. This procedure establishes the process to screen studies for local review requirements.
- 1.2. This procedure begins when the HRPP Administrator receives a study submission for external IRB review.
- 1.3. This procedure ends when the investigator has been notified whether the protocol can be submitted to the external IRB.

2. POLICY

- 2.1. The University requires screening of studies to identify any local context reviews required before <Human Research> may commence.

3. RESPONSIBILITY

- 3.1. The HRPP Administrator carries out these procedures.

4. PROCEDURE

- 4.1. Screen the submission using "WORKSHEET: External IRB Screening (HRP-470)" before submission to the external IRB.
- 4.2. Communicate with the submission contact to correct any potentially resolvable contingencies.
- 4.3. Notify the investigator whether the protocol can be submitted to the external IRB.

5. REFERENCES

- 5.1. None