**Saint Louis University Institutional Review Board**

**Quick Sheet for Submitting to NCI CIRB**

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|  | Verify that the protocol is eligible for submission to CIRB:  Active CIRB-approved protocol.  CIRB-approved/authorized PI.  Research will NOT involve prisoners. |
|  | Complete CIRB Study-Specific Worksheet & Download Study Materials for Submission to SLU\*:  Complete **but do not submit** Study-Specific Worksheet. Print/download final draft as PDF.  Download protocol documents, including CIRB application, protocol, consent/assent documents,  CIRB approval letter, SAE reports and other pertinent study materials.  *\*These materials will be submitted along with the* [*SLU NCI CIRB Submission Authorization Form*](https://www.slu.edu/research/faculty-resources/research-integrity-safety/institutional-review-board-irb/irb_assets/nci_cirb_application.doc) |
|  | Initiate/Satisfy Other Institutional Research Requirements:  Researchers have completed Annual COI Disclosure per SLU Policy.  Researchers have completed required human subjects protections (IRB) training.  Financial documents have been submitted in eRS.  Begin the RBR Form for SSM Protocols *(do after CIRB approval if not urgent)* |
|  | Submit the NCI CIRB Submission Authorization Form (SLU form) & necessary attachments for local administrative review and approval, including the locally-developed consent, assent, and HIPAA Authorization forms. *Indicate to IRB Staff if urgent*. |
|  | Once SLU Authorization is obtained, submit the CIRB Study-Specific Worksheet in the CIRB system, *making sure to incorporate local requests noted on Appendix B of the NCI CIRB Submission Authorization Form*. |
|  | Provide the CIRB approval letter to SSM to complete RBR attachments, and ensure all other necessary SLU and hospital approvals are in place prior to commencing research. |
|  | Post-Approval Submissions |
|  | Submissions to CIRB:   * Unanticipated Problems (may or may not also be an SAE) * Continuing or Serious Noncompliance reports * Closure Notifications * Other submissions required by CIRB, such as locally developed recruitment materials   *SLU IRB must be notified prior to formally submitting in the CIRB system. E-mail irb@slu.edu.* |
|  | Submissions to SLU IRB:   * Protocol Amendments that change local context, such as consent/assent/HIPAA Authorization changes or changes to study team (Change-in-Protocol Form) * Annual progress reports (Continuing Review Form) * SAEs, Unanticipated Problems, Protocol Violations\* * Subject complaints\* * Breaches of confidentiality\* * Audit notifications\* * Monitor reports\*   *\*Items should be submitted in accordance with definitions and submission requirements detailed in the SLU IRB* [*Requirements for Reporting Events Relating to Subjects/Subject Safety*](https://www.slu.edu/research/faculty-resources/research-integrity-safety/institutional-review-board-irb/irb_assets/guidelines_reportable_events.doc)*.* |

Questions about the SLU NCI CIRB Process can go to 314-977-7744 or [irb@slu.edu](mailto:irb@slu.edu).

Questions about CIRB System and Requirements can go to <https://ncicirb.org/>.