

Standard Operating Procedure (SOP)

SOP #: 401.170	HRP-170 External IRB Screening
Executive Owner: Vice President Research Operations	Effective Date: 6/11/2018
	Review Date: 10/03/2019

Scope	This SOP applies to the [HRPP Administrator].
Purpose	This procedure establishes the process for screening studies for local review requirements. This procedure begins when the [HRPP Administrator] receives a study submission for IRB review. This procedure ends when the investigator has been notified whether the protocol can be submitted to the IRB.
Qualified Personnel	The [HRPP Administrator] carries out these procedures.
Training	Not applicable.
Supplies & Equipment	Not applicable.
Procedure	<ol style="list-style-type: none"> 1. AdventHealth IRB Orlando requires screening of studies to identify any local reviews required before <Human Research> may commence. 2. Screen the submission using “WORKSHEET: External IRB Screening (HRP-470)” before submission to the external IRB. 3. Communicate with the submission contact to correct any potentially resolvable contingencies. <ol style="list-style-type: none"> 3.1. Notify the investigator whether the protocol can be submitted to the external IRB.
Definition(s)	IRB: Institutional Review Board
Reference(s)	Not applicable.
Related Documents	Not applicable.
Keywords	IRB, institutional review board