



Reminder for Submitters:

When submitting to the IRB, please be mindful of the following:

- **Provide the IRB with necessary copies and signatures– *in a timely manner***
 - After the Lead Researcher has electronically submitted the Application (APP), the following **documentation must be submitted**:
 - **1 copy** of the APP (including the Investigator's Assurance(s) and Disclosure of Financial Interests Statement) with signatures of the Lead Researcher, Department Chair or ORU Director and Faculty Sponsor (if applicable)
 - **The signed APP may be delivered to the Office of Research, 5171 California Avenue, Suite 150, Irvine, CA 92697-7600 (Zot Code 7600), sent via email to: irb@rgs.uci.edu or faxed to: 949-824-2094**
 - For studies where some required documentation (e.g., survey packets, interview schedules, and permission letters) was not uploaded and submitted during the application process, **2 hard copies** of these materials
 - For Full Committee: For clinical investigations, submit **2 hard copies** of the Sponsor/Master Protocol and the Investigator's Brochure
- **Use the most current, IRB approved WORD version when revising IRB documents**
 - Access the Document Depot on the HRP Index Page:
<http://www.research.uci.edu/compliance/human-research-protections/index.html>