

**PETITION FOR IRB DETERMINATION OF
CASE REPORT / NON-RESEARCH PROJECT**

Submit to: Dayton Children's Hospital Institutional Review Board

Date:

Title of Case Report:

Principal Investigator:

Dayton Children's Department/Address:

Telephone Number:

Case Report Synopsis:

- Attach a summary of your case report:
 - Include a brief description of the patient(s) involved and if you cared for the patient(s).
 - Advise if more than one patient will be included in the case report. Note: A case report can be the analysis of one, two or three patient(s). If more patients are involved, may need to be submitted to the IRB as research.

Publication:

- Do you plan to present or publish the results: Yes No

HIPAA Requirements:

- Project investigator(s) will adhere to Dayton Children's Hospital HIPAA policies.
- No patient/participant protected health information identifiers will be included in presentations or publications.
- HIPAA De-Identification Certification form (completed) is attached:
 Yes No
If answered "No" - Explain:
- De-identified radiographic imaging will be used: Yes No
If answered "Yes" – Explain and note if there are any unique characteristics that could identify the patient(s)?
- Images (other than de-identified radiographic imaging) will be used in this case report:
 Yes No

If answered "Yes" - Explain:

IMPORTANT: ANY IDENTIFIABLE IMAGES OR OTHER PROTECTED HEALTH INFORMATION REQUIRE WRITTEN PARENT OR PATIENT OVER AGE 18 CONSENT. See DCH Case Report Consent Form 7.A.3. Permission is also required on the DCH Media Form. Contact DCH IRB for questions: Completed consents are included in this submission: Yes No N/A

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Additional Information Required:

- Submit a current CV or biography for each investigator via IRBNet unless previously submitted.
- A Dayton Children's affiliated investigator/co-author must be included. If applicable, provide the affiliation(s) of outside investigator(s):

Principal Investigator (type name):

(Electronic Signature via IRBNet)

Sub-Investigator(s): *(List)*

(Note: Sub-Investigators do not sign)

Note: Share in IRBNet (as available) with Sub-Investigator co-authors with the proper access (Full, Write or Read). Sub-investigators do not sign IRB project submissions.

Dayton Children's

Department Head (type name):

- The Principal Investigator (PI) is to scan and send in a separate document the Department Head's physically signed Approval Sheet with this submission. (See "**Case Report – Dept. Head Approval**" form in IRBNet.)
EXCEPTION: Signature not required if the PI is also the Department Head.