Obtaining Institutional Review Board (IRB) and other approvals

March 2024

All research projects that involve human subjects, including medical chart reviews, require review and approval at the institutional level. RULES FOR CASE REPORTS/SERIES VARY. See notes below. Please see the specific instructions for studies involving patients at each institution listed below. If there are no notes for your institution, please check with the administration/research office of the institution for instructions on their IRB process. If you intend to review records at more than one institution, you should process the request to all institutions at the same time. Then, if changes are needed, they can all be accommodated and re-submitted to every site simultaneously.

PLEASE NOTE that most **WRIGHT STATE IRB APPLICATIONS** MUST NOW BE SUBMITTED **ONLINE**, and that eventually all submission will be on-line. (See below.) A well-crafted research proposal makes completion of the review process more efficient, so put the effort into creating one.

As you submit your IRB application, remember that a well-crafted research proposal makes completion of the review process more efficient, so is worth the time and effort to create.

Dayton Children's Hospital (DCH)

DCH requires that the investigator secure assent of the children along with permission from the parents or guardians.

Case Reports: Submit a Petition for IRB Determination of Case Report/Non-Research Project form along with the Department Head Approval form and obtain consent from the patient along with the parents or guardians on the Informed Consent for Case Report form (if applicable). The resident investigator will be required to name a Dayton Children's investigator on the case report form and have it signed by the related Dayton Children's department head and/or Dr. Ann Burke. Contact: Bev Comer, comerb@childrensdayton.org; 937-641-4218.

Five Rivers Health Centers

Please click on the Five Rivers Health Center Research Approval Process link.

Email the completed form to: research@frhc.org.

Kettering Health:

Kettering Health Main Campus, Kettering Health Dayton (Grandview), Kettering Health Washington Township (Southview), and Kettering Health Miamisburg (Sycamore) Hospitals

Contact: IRB Coordinators and Director: Khn-irb@ketteringhealth.org.

Premier Health Hospitals:

Miami Valley (MVH), Upper Valley Medical Center (UVMC), Atrium Medical Center (AMC), Miami Valley North (MVHN), Miami Valley South (MVHS).

Complete on-line forms for Wright State IRB.

https://www.wright.edu/research/research-compliance/general-information > under Human Subject Research > General Information > New to Human Subject.

IN ADDITION TO SUBMITTING THE WSU IRB APPLICATION, you must simultaneously submit the Premier Health HIRC Application. CONTACT: Clinical Research Center: Clinicalresearch@premierhealth.com

Veteran's Affairs Medical Center Uses Wright State University IRB CASE REPORTS do not require IRB approval. Please go to the website: https://www.research.va.gov/

Wright Patterson Air Force Base Medical Center Please read the instructions here: WPMC S&PR Policy Contact: Frederick Funke, CIP, WPMC IRB - 937-257-4242

Wright State University - Please read instructions on: https://www.wright.edu/research/research-compliance/general-information > under Human Subject Research > General Information > New to Human Subject. This will answer many questions.

MOST IRB applications must now be submitted ONLINE, and eventually all will need to be submitted online (see the website for specifics). Please be aware that it may take a week or so to be granted access. IRB applications are reviewed monthly or more often, depending on type. It is not uncommon to be asked to revise/improve the application before it is approved, so plan accordingly (ie: allow time) Contact: Director, Human Research Protection Program, Whitney McAllister, whitney.mcallister@wright.edu