**Steps for Submitting an IRB Protocol in the Department of Surgery for Protocol Oversight Review (initial submissions only)**

Submission Package for Departmental Review:

* UAB Department of Surgery Protocol Oversight Review Form (see below)
  + This form can be, but is not required to be, be placed on letterhead
* Completed IRB or WIRB submission forms – found on UAB IRB website
  + If this is a **full board** review – please submit a one-page synopsis describing the aims of the protocol from a faculty member (someone *not* on the study)
* Any forms that are pertinent to your specific proposal, including but not limited to informed consent forms, data collection forms, questionnaires, etc.
* Protocol document, if available

Submission Process:

1. Submit via email all of the above forms to Angela Kidd ([akidd@uabmc.edu](mailto:akidd@uabmc.edu)) and/or Kristi Eatmon ([keatmon@uabmc.edu](mailto:keatmon@uabmc.edu)).
   * Hard copies may be submitted to our office, if preferred (BDB 502A)
   * PORF forms are reviewed twice per week (Please submit by Wednesday Noon or Friday Noon)
2. After review of materials to ensure completeness of submission package, Ms. Kidd or Mrs. Eatmon will forward package to Dr. Passman for review and signature.
3. Dr. Passman will return the signed materials to Ms. Kidd or Mrs. Eatmon, who will then return the signed PORF form back to the PI/PI’s contact person (whoever sent the original email or requested to pick up the hard copy).
4. The PI/PI’s contact will then submit to the UAB IRB via the My Human Subjects portal in IRAP.

Department of Surgery

Protocol Oversight Review Form

Date Submitted:

Type of Submission / Review:  Convened (Full) IRB/WIRB

Expedited

Exempt

Cancer-related – to CTRC for review

Title of project:

Name of Principal Investigator:

Division: Section (if applicable):

Will this protocol utilize a clinical database?  Yes  No

If yes – name of database:

Signature of Principal Investigator:

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Assigned protocol review:

Date assigned:

Date due:

Date completed:

A thorough scientific review has been completed and the investigator has satisfactorily addressed all concerns raised by the Protocol Review Panel:

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Reviewed by: Date:

Marc Passman, M.D.

Director, Surgery IRB Reviews

Date forwarded to Institutional IRB: