

IRB Submission Process

To assist in awareness of the turnaround of submissions, we thought it would be a great time for a quick look at the review process (diagram to the right) and provide a few insights for the submission process to go smoothly.

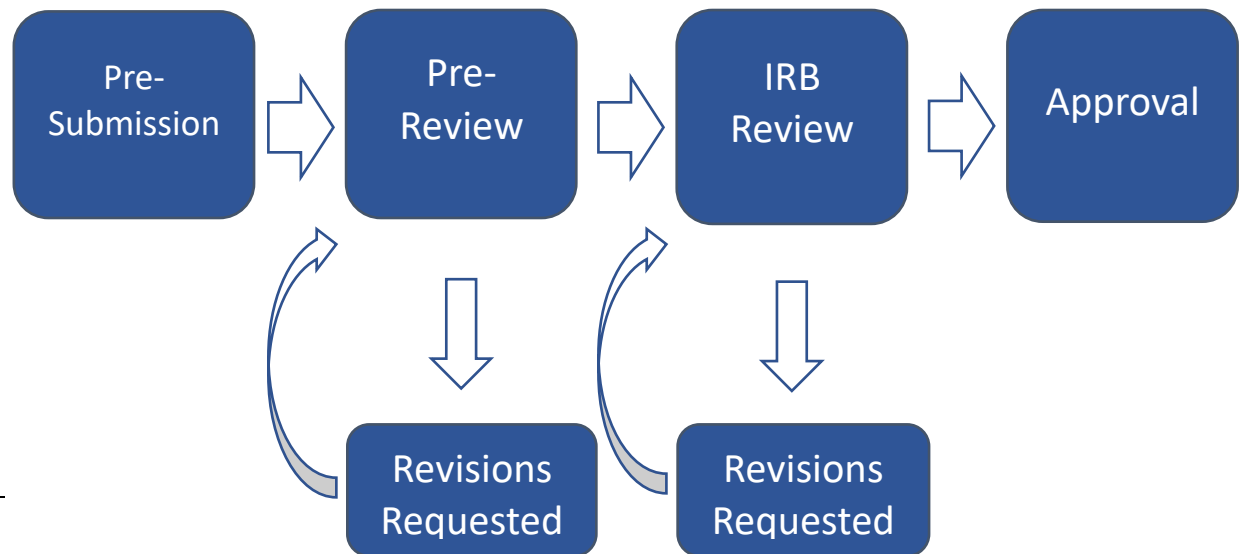
The pre-submission phase encompasses the majority of the leg work to create the protocol, consent, recruitment materials, data collection sheets, and more. During this phase ensure all information is consistent throughout all the documents and proofread all documents before submission. Also, it can be helpful to reference the Investigator Manual in IRBManager for the submission checklist to aid in your submission prep.

Each of the next phases may require additional information from the study team.

Once the IRB receives the submission it commences the pre-review phase. Here the IRB specialist will ensure completeness of the submission which ensures sufficient detail has been provided for the approval criteria in 45 CFR §46.11 can be met and all applicable supporting documents have been provided in the submission.

Before the researcher is notified of the approval, either the expedited reviewer or the IRB board will review the submission. During this review, the submission will be thoroughly looked at to ensure the applicable regulations have been met, risks to subjects are minimized, benefits to subject are maximized, the adequacy of the informed consent process, a sufficient plan for monitoring data, and all necessary protections are in place for subjects. Then the determination will be sent to the PI and study team for the study to commence or the changes to be initiated.

We hope this recap was a great reminder of the importance of each phase working in harmony of each other to move the submission through the review process to approval.



AAHRPP Reaccreditation

We are in the process of applying for our IRB's AAHRPP reaccreditation. We have submitted our step one application and will hear more about our step two soon. This fall or early winter will be our sight visit as part of this reaccreditation process. More to come on this in the next newsletter.

VH IRB is Now a Participating SMART IRB Institution

VH IRB is happy to announce we are now a SMART IRB participating institution!

SMART IRB is an integrated, comprehensive platform that allows flexibility in the size and scope of collaboration to enable IRB reliance for multisite studies across the nation, regardless of funding status.



Ancillary Review for Records Update

We have a new streamlined process for the ancillary reviews! Previously, when a study would like access to VH records our compliance director would have to be notified outside of our submission platform IRBManager. However, now we have implemented the review to be within IRBManager. This has allowed a more efficient review turnaround time.

Upcoming Coordinator Meeting Dates

April 11th
May 9th
June 13th

Our coordinators meeting run about a half hour starting at 12pm. If you would like to be added to the meeting invites, please email the irboffice@vailhealth.org.

Upcoming RCOI Meeting Dates

May 13th
June 8th
September 9th

Our Research Conflicts of Interest Board meets the second Monday every two months. If there are any RCOI questions, please contact researchconflictinterest@vailhealth.org.

Submission Turnaround Times The latest updates

Total number of submissions for 2024:
130 submissions
(Includes all submission types)

148 Active Protocols

Full Board reviews: 15 days
Expedited reviews: 1 days
Exempt reviews: 4 days

*Calculated based on the time the IRB receives complete submission to approval. Includes times in data entry, department review, IRB pre-review, review, and post processing

Upcoming IRB Meetings Schedule

April 4th
May 2nd
June 13th

*Agendas for meetings are sent one week prior to the meeting date. Only studies ready for Full Board review are assigned to the meeting agenda.

Contact Us Anytime We are here to help!

IRB Office
irboffice@vailhealth.org

HRPP Director, Nancy McCormick
E: nancy.mccormick@vailhealth.org
P: 970-479-5137

RCOI Program Manager, Sierra Willis
E: sierra.willis@vailhealth.org
P: 970-479-5022

IRB Specialist, Claire Wilson
E: claire.wilson@vailhealth.org

HRPP Quality Specialist, Cara Reed
E: cara.reed@vailhealth.org
P: 970-479-5057