

Upstate IRB Protocol Review Procedure for SU Investigators

1. All SU protocols designated for review by Upstate will be transmitted to the Upstate IRB by the SU Director of the Office of Research Integrity and Protections. The protocol package will contain the following:
 - (a) Transmittal memo signed by the Director of the Office of Research Integrity and Protections;
 - (b) Application form completed by PI (Department Chair Signature at the bottom of Page 1 can be left blank);
 - (c) Protocol completed by PI;
 - (d) Documentation of CITI training for all engaged in human subjects research;
 - (e) Other documents as required by Upstate.
 - This will ensure the safe and appropriate performance of research conducted on the SU campus or by SU faculty and staff.
 - This will ensure that the investigators and other SU staff who are conducting the research are appropriately qualified and meet the institution's standards for eligibility to conduct research.
 - This will ensure that the principal investigator designated on the Upstate IRB application is an employee of SU and is a faculty member in good standing at SU.
2. All SU investigators will complete initial and continuing education on the requirements related to human subject protections (CITI biomedical training) as required by the Upstate IRB
3. All SU human subject protocols submitted to Upstate IRB will have an executed Unaffiliated Investigator Agreement attached or the principal investigator will have or will request a voluntary faculty appointment at Upstate.
4. Any complaints about the research covered under Upstate IRB approved protocols will be reported to the Upstate IRB Administrator immediately upon receiving such a complaint.
5. SU's IRB representative will be invited to attend any Upstate IRB meeting in which a SU protocol will be reviewed.