

B3 IRB Full Board Submissions

The B3 Institutional Review Board (IRB) accepts **full board** initial protocols, responses to tabled protocol revisions, amendments, and continuations via e-mail: B3Board@wayne.edu. Please use this e-mail: aw8567@wayne.edu for all other correspondence and questions for the B3 IRB.

REMINDER: The B3 IRB does NOT accept e-mailed expedited or exempt submissions.

Instructions:

1. Check the IRB website for **full board submission deadline dates** (www.IRB.wayne.edu).
2. **Download** new protocol forms from the IRB website.
3. **Complete forms:**

Full Board Protocols: Please email all the protocol documents (see Protocol Summary Form for detailed list), and submit **one original** signed protocol summary form and accompanying documents, as well as **two completed collated packets** to the IRB Administration Office.

Full Board Amendments and Tabled Responses: Please email all of the amendment or tabled response documents, and submit **one original** signed amendment form or tabled response and accompanying documents, as well as **two complete collated packets** to the IRB Administration Office.

Full Board Continuations: Please email all of the continuation documents, and submit **one original** signed continuation form, **two** clean copies of the informed consent/information sheet currently in use, and **two** clean copies of the advertisements/notices/flyers currently in use to the IRB Administration Office.

Expedited and Exempt submissions are **NOT** accepted via e-mail.

4. **Email** the form and the associated documents as attachments to B3Board@wayne.edu. We prefer Word documents, but accept PDFs also. **All signature pages must be scanned and submitted as PDF files.**

Full Board Protocol submissions, the subject line of the email should read:
NEW PROTOCOL (*PI Name*).

Full Board Amendment submissions, the subject line of the email should read:
NEW AMENDMENT (*PI Name and IRB #*).

Full Board Continuation submissions, the subject line of the email should read:
CONTINUATION (*PI Name and IRB #*).

Tabled response submissions, the subject line of the email should read:
TABLED RESPONSE (*PI Name and IRB #*).

5. **Deliver** hardcopies to the IRB Administration Office by the B3 deadline: SORRY, **NO EXCEPTIONS.**

The IRB Administration Office is located at 87 East Canfield, 2nd floor,
Hours: 8:30-12:00 and 1:00-5:00; (313) 577-1628.

Please use B3Board@wayne.edu for FULL BOARD submissions to the B3 IRB only.

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