

M1 IRB Full Board Submissions

The M1 Institutional Review Board (IRB) accepts full board protocols, responses to tabled protocol revisions, amendments, and continuations via e-mail: M1Board@wayne.edu.

Please use this e-mail: cts1Board@wayne.edu for all other correspondence and questions for the M1 IRB.

REMINDER: The M1 IRB only accepts medical protocols with adult participants; studies that involve minors must be reviewed by either MP2 or MP4.

Instructions:

1. Check the IRB website for **submission deadline dates**
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.

4. **Email** the form and the associated documents as attachments to M1Board@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 M1 deadline: **NO EXCEPTIONS.**

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

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