How to Submit to the UMC IRB

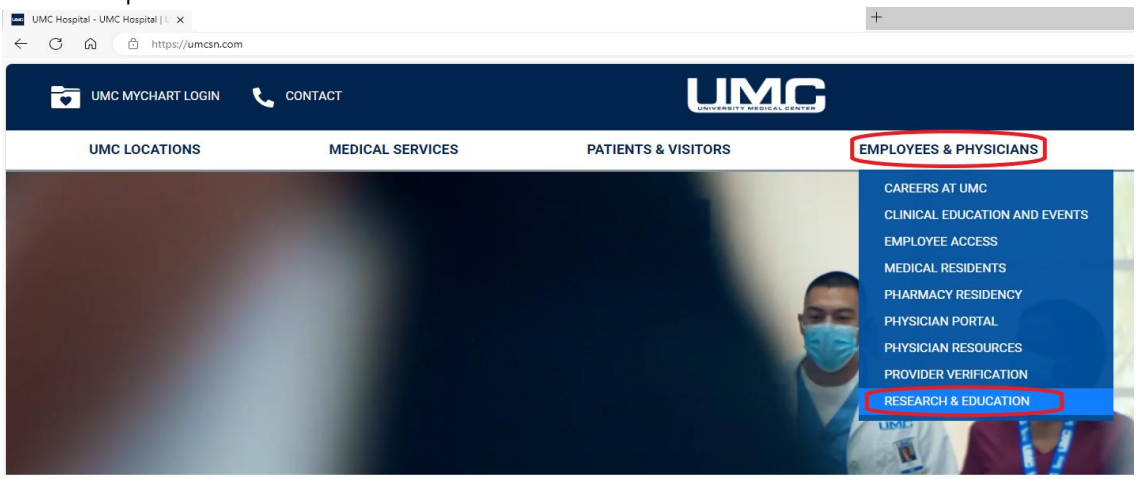
1. **Navigating the UMC IRB Website**
    a. **From the Intranet - https://umcintranet/**

To If you are on the UMC intranet, from the home page:
Hover over => Departments
From the dropdown Select => Human Research Protection Program

This will take you to the HRPP Website 1.c.

1. **Navigating the UMC IRB Website**
    b. **From the Internet - https://www.umcsn.com/**

To If you are on the internet, from the home page:
Hover over => Employees & Physicians
From the dropdown Select => Research & Education

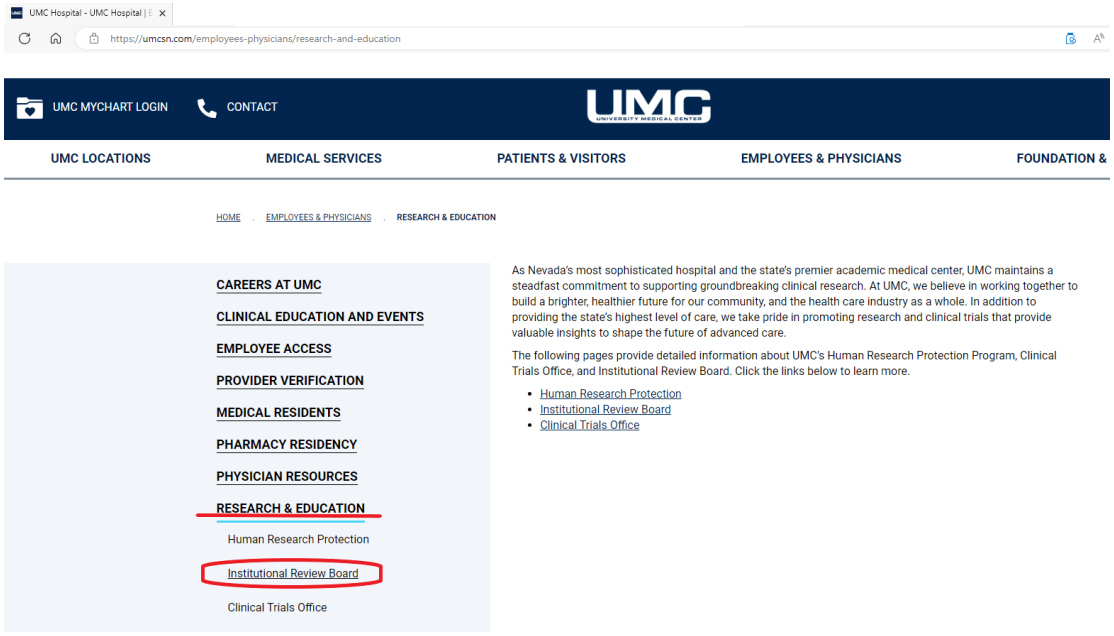


This will take you to the HRPP Website 1.c.

1. **Navigating the UMC IRB Website**

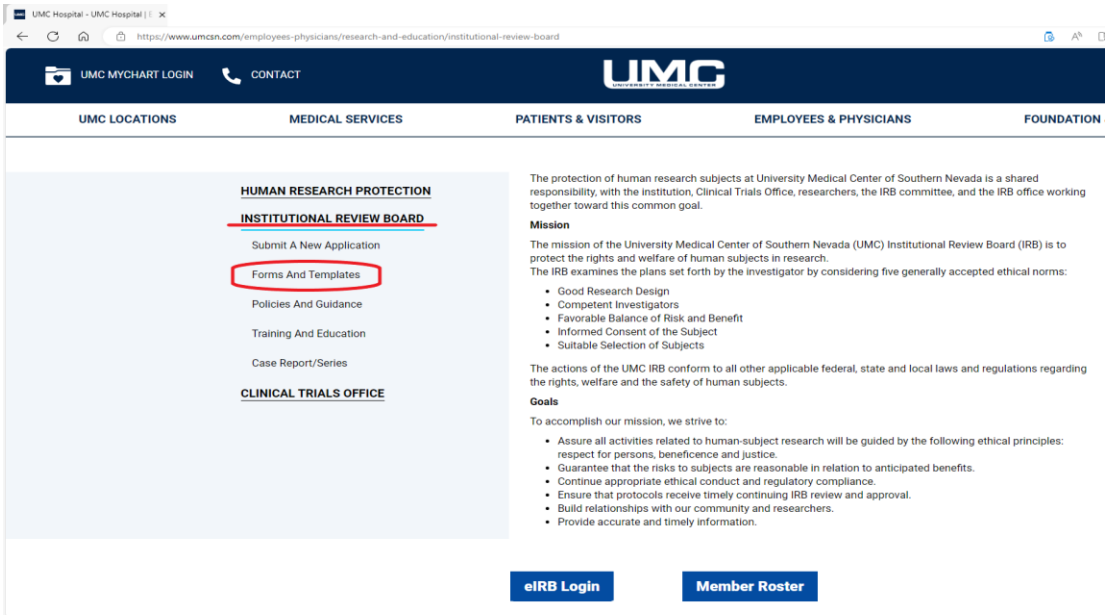
c. The Human Research Protection Program Webpage

From the menu on the left, under Research & Education Select => Institutional Review Board



This will take you to the UMC IRB Webpage

From the UMC IRB Webpage, from the menu on the left, Select => Forms and Templates



This will take you to the Forms and Templates Webpage

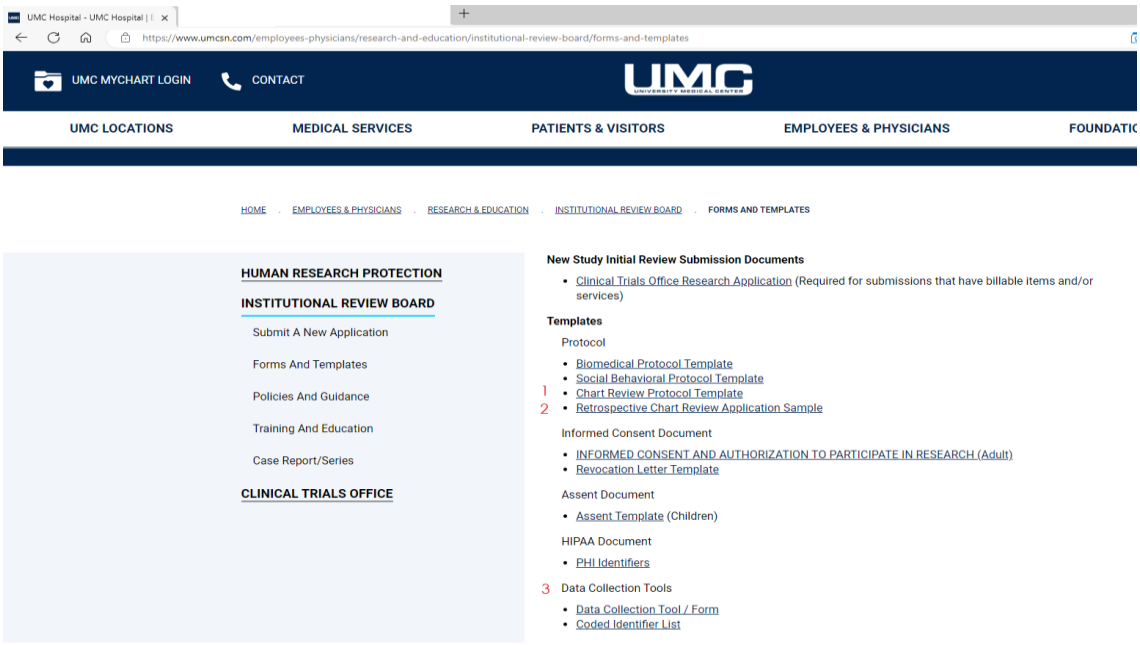
1. Navigating the UMC IRB Website

d. Forms and Templates

On the Forms and Templates page you will find multiple resources, but specifically:

1. Chart Review Protocol Template
2. Retrospective Chart Review Application Sample
3. Data Collection Tools

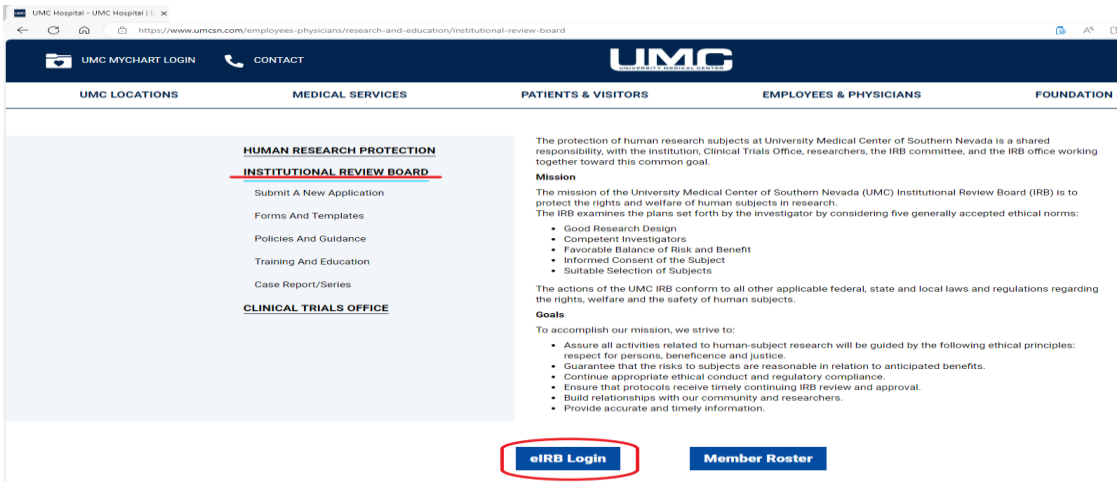
Go to #4 of this guide for the contents of each of the above



1. Navigating the UMC IRB Website

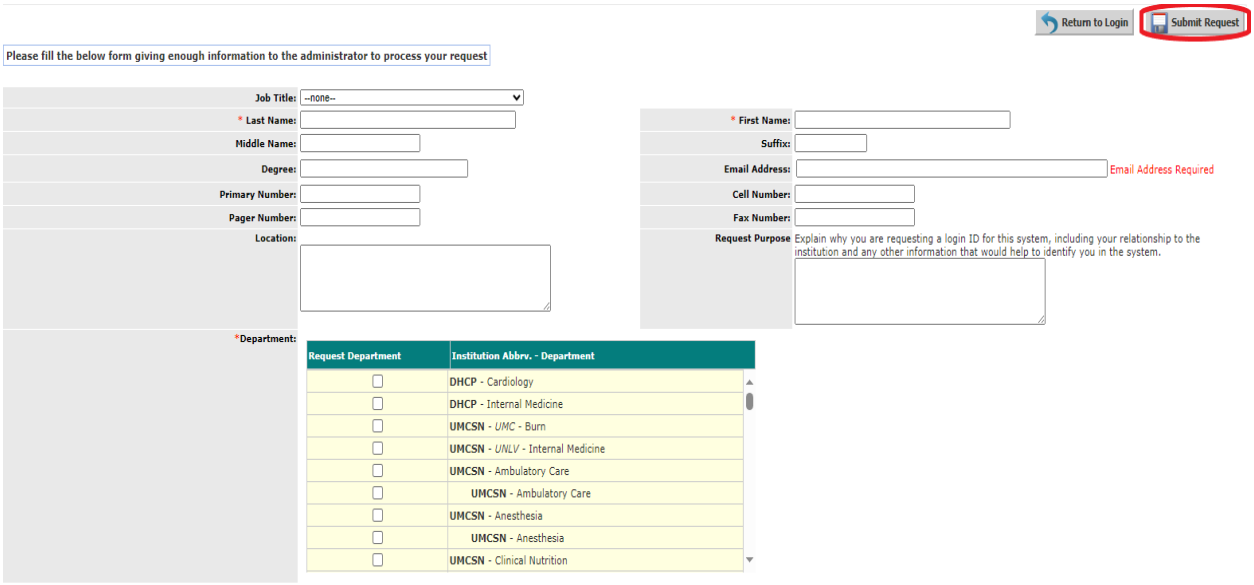
e. Requesting an Account

From the UMC IRB Webpage, from the menu on the left, Select => eIRB Login



From the eIRB Login screen Select => Request new account

Complete the request form and submit (please complete as much information on this request as possible)



2. **IRB Requirements**

IRB Policies and Procedures Manual – Section 30. INVESTIGATOR RESPONSIBILITIES

Principal Investigators

At UMC, the following may serve as the Principal Investigator on a research project involving human subjects:

- physician staff members,
- registered nurses holding a Master's degree or higher, employed full time by UMC
- pharmacists holding a Doctoral degree in Pharmacy (PharmD), on staff or employed full time by UMC
- Physician Assistant's (PA's) and Advanced Practice Nurses (APN's) on staff or employed full time at UMC may conduct research as a Principal Investigator within the realm of their clinical specialty and research abilities as long as they possess the qualifications as stated in the IRB Policy & Procedure manual.

All Principal Investigators must meet the following qualifications in order to conduct research involving human subjects:

- have an active license in Nevada.
- be an active staff member in good standing at UMC.
- be familiar with the medical literature related to the drug/device/procedure/disease stated to be studied.
- be familiar with the protocol guiding the drug/device/procedure to be studied.
- have knowledge of known clinical and/or pharmacological potential of the investigational drug, device or procedure under study.
- have previous documented research experience as described in the IRB Policy & Procedure Manual and complete the CITI Course.

Resident/Student Investigators

Residents and/or students may not serve as Principal Investigators. They must have a staff physician sponsor who fulfills the principal investigator eligibility criteria and who will serve as Principal Investigator on the study. Any investigator whose status is considered to be "in training" (i.e. students and medical residents) may not serve as a Principal Investigator but may serve as a co-investigator.

2. **IRB Requirements**
    a. **Curriculum Vitae – CV**

The UMC IRB requires a signed current copy of each members CV. This can be emailed to umcirb@umcsn.com

2. **IRB Requirements**
    b. **Collaborative Institutional Training Initiative (CITI) Completion Certificate**

The UMC IRB requires a valid CITI Completion Certificate for Biomedical Research – Basic Course.

Instructions:

The University Medical Center Institutional Review Board has partnered with the Collaborative Institutional Training Initiative (CITI) Web-based Training Program to offer a course in Human Subjects Research Education. The UMC IRB requires that any Investigator, Resident, Research Administrator, Clinical Research Administrator, or other personnel listed on the protocol to complete this course in order to be able to participate in the research.

Please follow the instructions below:

- Log on to http://www.citiprogram.org to register for CITI online training.
- Once there, they simply click on "Create an Account – Register"
- From "Select Your Organizational Affiliation" select "University Medical Center of Southern Nevada"
- Next proceed to enter your Name & Email Address
- Complete the remaining registration questions
- Select "Basic Human Subjects - Biomedical & Social & Behavioral Focus"
    - Select the Biomedical Research Group

You only need to complete the following course in the curriculum which has been assigned to you:

1. Biomedical Research – Basic Course
2. Good Clinical Practice (GCP) – not required by UMC IRB, only if required by study sponsor

- After going through the registration process you should be ready and setup as a CITI Learner.
- Click on "Not Started - Enter" to start your course
- Complete "The Integrity Assurance Statement" before beginning the course.
- Complete all the modules

Once you have completed all the modules you will be prompted to print out a copy of your certification for your own records. To ensure that you have registered with the appropriate institution and have completed all the required modules, please email Robert.Bimbi@umcsn.com after you have completed the course. If you have any questions, please feel free to contact me.

2. **IRB Requirements**
    d. **Conflict of Interest Disclosure**

The UMC IRB requires a current and completed Conflict of Interest Disclosure.

Conflict of Interest Disclosure Form

Once completed and signed this can be emailed to umcirb@umcsn.com

5. **Where to find assistance/help**

IRB Contacts

Ronald Roemer	ronald.roemer@umcsn.com	702 207-8345
Robert Bimbi	robert.bimbi@umcsn.com	702 383-7302
Jennifer Robinson	jennifer.robinson@umcsn.com	702 383-7842
Robert Panganiban	robert.panganiban@umcsn.com	702 383-7336

Physical Location

Research Institute – South Building First Floor (in the heart failure clinic)