**Instructions:** It is appropriate to consult with the IRB chair at [IRBchair@sonoran.edu](mailto:IRBchair@sonoran.edu) prior to submission of a final draft for preliminary feedback to strengthen the proposal.

Submit **one hard copy with completed signatures, plus an electronic copy** of the research proposal including **ALL** IRB application documents to the address listed below. Incomplete applications will be returned without being reviewed. Submit only **ONE** copy of each grant or contract proposal related to the proposed research. Students should submit one copy of a thesis or dissertation proposal if relevant.

Sonoran University of Health Sciences

Institutional Review Board

Attn: Chair, IRB

2140 E Broadway Rd

Tempe AZ 85282

**Deadline for Application:** 15th of the month, to be considered at regularly scheduled meetings that occur approximately in the end of the month. Early applications are appreciated. The primary investigator or designee must be available in person/ by phone at the time of the meeting to answer any questions that arise. Applications will be tabled if no investigator is available to answer questions.

**IRB Application Documents**

1. RAB approval
2. Cover Letter
3. New protocol application
4. Research team form including Human Subject Training and date of completion
5. CVs of the PI and all investigators listed
6. PI responsibility form
7. Assent form (if applicable)
8. Parents’ permission (if applicable)
9. Consent for testing
10. Consent form for treatment
11. Subject PHI authorization form
12. IRB Local Contextual Review
13. Appendix C Biological materials form (if applicable)
14. Appendix B2 Drug and chemical usage form (if applicable)
15. Appendix A Research Equipment Form (if applicable)
16. Obtain the *Required Product Information* from the manufacturer
17. Medication instructions form
18. Laboratory tests
19. Statistical analysis
20. Fund raising campaign and advertisement/flyer
21. Funding Proposal or Contract
22. Include survey
23. Explicit consent for the use of images
24. Electronic communication consent (Medical Center)
25. Patient demographic form (Medical Center)
26. Medical history form (Medical Center)
27. Clinical form (Please contact Dr. Mitchell)

**Sonoran Checklist to Conduct Research Project**

**The following must be completed and followed through by the PI:**

1. Review [Sonoran Clinical Research Policy Manual](https://my.scnm.edu/ICS/icsfs/Clinical_Research_Policy_Manual_2017.pdf?target=e864b3be-93dc-4913-b114-941e4292fb3d)
2. RAB approval for all projects including preclinical and clinical studies
3. Receive IRB approval for human subject research
4. Obtain insurance coverage for the project by following the *Sonoran University’s Research Insurance Coverage Protocol* through the Sonoran CFO
5. Prepare the required project accounting documents as needed: *Budget*. *Expense Spreadsheet*, and *Invoices*
6. Obtain project account code from the Sonoran University’s CFO
7. Complete and distribute the Project Information Form (PIF) to the required individuals
8. Project development, completion and deliverables conforms and follows the *Policies and Procedures to Conduct Research at Sonoran*
9. Prepare the required *Agreement to Conduct Research* if corporate sponsored project or in collaboration with.

**Resources**

1. Human Subjects Research Training: <https://about.citiprogram.org/en/series/human-subjects-research-hsr/>
2. <https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=83cd09e1c0f5c6937cd9d7513160fc3f&pitd=20180719&n=pt45.1.46&r=PART&ty=HTML>
3. <https://irbo.nih.gov/confluence/>