FORM: Request to Serve as the Reviewing IRB

The purpose of this form is request that the Mount Sinai IRB serve as the Reviewing IRB for an upcoming project. This form should be submitted to PPHS at least two weeks in advance of grant submission.

basic information

|  |  |
| --- | --- |
| **Title of Study:** | Click or tap here to enter text. |
| **Principal Investigator:** | Click or tap here to enter text. |
| **Phone:** | Click or tap here to enter text. |
| **Email:** | Click or tap here to enter text. |
| **Primary Contact Name** | Click or tap here to enter text. |
| **Phone:** | Click or tap here to enter text. |
| **Email:** | Click or tap here to enter text. |
| **Date of Request** | Click or tap here to enter text. |
| **GCO#** | Click or tap here to enter text. |
| **Submission Due Date:** | Click or tap here to enter text. |
| **Expected Start Date:** | Click or tap here to enter text. |

General study/GRANT information

|  |  |
| --- | --- |
| **Please list the funding agency:** Click or tap here to enter text. | |
| Yes  No | Is Mount Sinai the prime awardee?  If not, who is the prime institution? Click or tap here to enter text. |
| Yes  No | Is Mount Sinai a recruitment site for this research? |
| Yes  No | Are there five (5) or fewer non-Sinai sites?  *If no, ISMMS cannot serve as the Reviewing IRB.* |
| Yes  No | Are all external sites currently a part of, or willing to join, the SMART IRB Master Common Reciprocal Institutional Review Board Authorization Agreement (SMART IRB Agreement)? See <https://smartirb.org/participating-institutions/>  *If no, ISMMS likely cannot serve as the Reviewing IRB.* |

PARTICIPATING SITES

|  |  |
| --- | --- |
| **Site #1** | **Name of site**: Click or tap here to enter text.  **Member of SmartIRB Agreement**:  Yes  No, but will join prior to study start  **Role of Site in the research:** Click or tap here to enter text. |
| **Site #2** | **Name of site**: Click or tap here to enter text.  **Member of SmartIRB Agreement**:  Yes  No, but will join prior to study start  **Role of Site in the research:** Click or tap here to enter text. |
| **Site #3** | **Name of site**: Click or tap here to enter text.  **Member of SmartIRB Agreement**:  Yes  No, but will join prior to study start  **Role of Site in the research:** Click or tap here to enter text. |
| **Site #4** | **Name of site**: Click or tap here to enter text.  **Member of SmartIRB Agreement**:  Yes  No, but will join prior to study start  **Role of Site in the research:** Click or tap here to enter text. |
| **Site #5** | **Name of site**: Click or tap here to enter text.  **Member of SmartIRB Agreement**:  Yes  No, but will join prior to study start  **Role of Site in the research:** Click or tap here to enter text. |
| **Mount Sinai site** | **Mount Sinai site(s) involved**: Click or tap here to enter text.  **Role of Mount Sinai team if not a recruitment site**: Click or tap here to enter text. |

RESEARCH PROCEDURES

**Provide a brief overview of the research procedures and specify the site(s) where they will be conducted.**

Click or tap here to enter text.

REVIEW REquirements

|  |  |
| --- | --- |
| **Expected number of consent forms (e.g., one adult consent form, one parental consent form)** | Click or tap here to enter text. |
| **Years for the grant** | Click or tap here to enter text. |
| **Years with active study conduct** | Click or tap here to enter text. |
| While it is noted that it is difficult to estimate the number of amendments that will occur over the life of the project, this information is important for calculating costs. You may want base your estimate on other similar projects you may have already conducted if you have that information available. All projects will include billing for at least one amendment per type. | |
| **Protocol only amendments** | Click or tap here to enter text. |
| **Recruitment only amendments** | Click or tap here to enter text. |
| **Consent form only amendments** | Click or tap here to enter text. |
| **Protocol and consent form amendments** | Click or tap here to enter text. |