West Michigan Cancer Center Institutional Review Board (IRB)

IRB APPLICATION INSTRUCTIONS

The type of review (full, expedited or exempt) will be determined by the IRB chairperson. Mail or deliver the IRB application (one unstapled original of all required documents) to:

Marybeth Peters
West Michigan Cancer Center & Institute for Blood Disorders
200 N. Park Street, Kalamazoo MI 49007
Phone: 269-373-7450; E-mail: mpeters@wmcc.org

Meetings occur on the 4th Friday of each month at 7:30 AM
Submission deadline: 1st Friday of each month by 12 Noon

The IRB office will conduct an internal review within 48 hours of receipt and notify you if any changes are necessary.

IRB REQUIRED DOCUMENTS
All forms are available on www.wmcc.org – Click: Healthcare Professionals, Click: WMCC IRB Application

- Cover letter addressed to: Thomas Blok, MD
  Chair, WMCC IRB
  c/o Marybeth Peters
  West Michigan Cancer Center & Institute for Blood Disorders
  200 N. Park St., Kalamazoo MI 49007

- Completed IRB Application for Research Protocols (4 pages)

- Signed and dated Curriculum Vitae (CV) for the Principal Investigator (PI) and each Co-Investigator

- Completed and signed Conflict of Interest Form by PI and each Co-Investigator.

- Signed Investigator Agreement (2 pages) for the Principal Investigator and each Co-Investigator or a copy of the signed FDA 1572 form for protocols involving an investigational drug under an IND.

- Human Participant Protection education certificates for all individuals on the research team (see page 3 of the application).

- Submit the complete research protocol.

- Bibliography of relevant research.

- Consent form(s) or participant cover letter(s).

- If applicable, Waiver of Informed Consent and Authorization (See “Does HIPAA Apply to My Research”)

- Copy of instrumentation to carry out the study (surveys, data collection forms, etc.)

- Copy of any materials that will be used to recruit research volunteers (i.e., letter, flyer, public advertisement, etc.). Include PI’s name and name of protocol on this material.

- Investigator Brochure (if applicable).