

**SOP: External IRB Screening**

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**1. PURPOSE**

- 1.1. This procedure establishes the process to screen studies for local review requirements.
- 1.2. This procedure begins when the [HRPP Administrator] receives a study submission for external IRB review.
- 1.3. This procedure ends when the investigator has been notified whether the protocol can be submitted to the external IRB.

**2. POLICY**

- 2.1. The [Organization] requires screening of studies to identify any local [Organization] reviews required before <Human Research> may commence.

**3. RESPONSIBILITY**

- 3.1. The [HRPP Administrator] carries out these procedures.

**4. PROCEDURE**

- 4.1. Screen the submission using “WORKSHEET: External IRB Screening (HRP-470)” before submission to the external IRB.
- 4.2. Communicate with the submission contact to correct any potentially resolvable contingencies.
- 4.3. Notify the investigator whether the protocol can be submitted to the external IRB.

**5. REFERENCES**

- 5.1. None