



## MEMORANDUM

To: School of Health and Medical Sciences South Orange Faculty  
From: Kathleen Nagle, SHMS Pre-IRB Peer Review Committee Chair  
Re: SHMS Pre-IRB Peer Review Process  
Date: February 13, 2017

Following the appointment of a new Pre-IRB Peer Review Committee, the submission and review process has necessarily become more formalized.

- The purpose of the Pre-IRB Peer Review process is to “affirm that the proposed research is scientifically sound.” The Pre-IRB Peer Review Committee will provide comments to the PI that specifically address the scientific integrity as well as suggestions to potentially improve the overall project and application.
- Submissions will be via email to the committee chair’s SHU account [naglekat@shu.edu](mailto:naglekat@shu.edu). Please include the application, relevant attachments, and the **completed** Pre-IRB signature page in **Word** format (not PDF). Scanned documents will be accepted only for appendices to the main application.
- The submission deadline continues to be 5pm on the Wednesday two weeks prior to the SHU IRB submission due date, as shown on Spring 2017 schedule below. The Pre-IRB Peer Review Committee will meet on the following Wednesday. Feedback will be provided to the PI the next day, one week prior to the full IRB deadline.
- Research involving clinical evaluation or intervention will be reviewed by the IRB at Hackensack University. To avoid delay, contact Dr. Mary Ruzicka at (973) 313-6314 if there is *any doubt* regarding which IRB to use.
- **All Hackensack IRB applications must undergo peer-review with the SHMS Pre-IRB Peer Review committee.** As shown on the Spring schedule below, Pre-IRB submission deadlines are the same for Hackensack University and SHMS.
  - Hackensack University’s IRB process requires approximately 6-8 weeks.
- SHMS Pre-IRB Peer Review Committee decisions will be as follows:
  - **Application signed following committee meeting:** any Committee suggestions to be made at the discretion of the PI.
  - **Minor changes necessary:** Changes must be made using the track change function and sent electronically to the SHMS Pre-IRB Chair by the following Monday. Following receipt of the required modifications by the SHMS Pre-IRB Chair, the application will be reviewed and subsequently signed.

- **Major changes necessary:** Changes must be made using the track change function and sent electronically by the next SHMS Pre-IRB due date for full SHMS Pre-IRB Committee review.
- Department Chairs will be copied on the Pre-IRB decision.
- **Faculty projects**, including those utilizing student researchers, will be reviewed by a three-person subgroup of the SHMS Pre-IRB Peer Review Committee. Decisions as indicated above will be made on behalf of the committee. A committee co-chair will provide the signature.
- **Student projects** will be reviewed and signed by the student's dissertation committee or other departmental committee as appropriate per department. Student research projects in departments that do not use a committee structure *per se* should be signed off by the faculty research mentor and department chair. The project will then be reviewed by the SHMS Pre-IRB Peer Review Committee.

2017 SHMS Pre-IRB Peer Review Committee Members:

Kathleen Nagle, Chair  
 Angela Lis, Vice Chair  
 Laura Goshko                      Physician Assistant  
 Julie Sakowski                  IHSHA  
 Ning Zhang                        IHSHA

### **Spring 2017 SHMS Pre-IRB Peer Review Committee Meeting Schedule**

#### **SHU IRB Protocols**

SHMS Pre-IRB submission due 5pm	SHMS Pre-IRB Committee meetings	Comments returned to PI	Changes to SHMS Pre-IRB committee chair due 9am	SHU IRB due 12 noon	SHU IRB Meeting
2/22*	3/01	3/02	3/13	3/15	3/29
3/29	4/05	4/05	4/10	4/12	4/26
5/03	5/10	5/10	5/15	5/17	5/31
5/31	6/07	6/07	6/12	6/14	6/28

#### **Hackensack IRB Protocols**

SHMS Pre-IRB submission due 5pm	SHMS Pre-IRB Committee meetings	Comments returned to PI	Changes to SHMS Pre-IRB committee chair 9am	Hackensack IRB due 5 pm
2/22*	3/01	3/02	3/13	4/01
3/29	4/05	4/05	4/10	5/01
5/03	5/10	5/10	5/15	6/01
5/31	6/07	6/07	6/12	8/01

\*note earlier deadline due to Spring Break