Jewish Home Lifecare
Pre-IRB Review Application Instructions

Anyone who is a ***non-research JHL staff member*** and wishes to conduct a ***research study*** or a ***combined performance improvement (PI)/research study*** at the Jewish Home should submit the following information below.

Note: If there is any doubt regarding whether the study is PI, research, or both, the investigator may also submit the project for a pre-IRB review.

Required:

1. Memo introducing the proposal and describing the enclosed documents.
2. Summary of the research proposal (i.e., background of the study and a description of all procedures involving human subjects). Please complete the **JHL Protocol Summary Form**.
3. **The project may require a research department liaison from Jewish Home Lifecare.** If you have a particular person in mind, please indicate this in the protocol summary or memo.

Optional: (These forms will have to be completed if the project is to be reviewed by the IRB)

1. **Application Form for New Proposals**
2. **PI Assurance Form** (signed ONLY by the Principal Investigator)
3. **Conflict of Interest Form** (signed ONLY by the PI and, if applicable, any Co-investigators)
4. **IRB training certificates** for all study personnel (see the IRB website for requirements)
5. A copy of the combined **informed consent + HIPAA form(s)** and/or **consent/HIPAA waiver(s)**.

   Note: In the informed consent, **include Dr. Simon Kassabian as the contact person for JHL IRB,** along with his **telephone number: (212) 870-5940.**
6. A copy of **all instruments/scales** to be used. If instruments are not yet available, please provide a **detailed description** of each that is to be used.
7. Budget, as it applies to Jewish Home Lifecare, needs to be approved by the JHL Finance Department. **Please include a Financial Statement form** with either **Section A OR Section B completed** (If there are additional costs to JHL beyond the usual daily activities, Section B of the form must be signed by Mr. Robert Davis in the Finance Department)**.**

Email all documents to the IRB Secretary, Jessica Yoos, at irb@jewishhome.org for a Pre-IRB Review. **All JHL documents must be in their original formats (MS Word, etc.).** Forms that must be signed should be submitted in **their unsigned original format. A signed copy** should be scanned and emailed to the IRB Secretary or faxed to 212-8780-4996 as well.

You will be contacted if any additional information is required and if the application will be reviewed by the JHL IRB. If it will be reviewed, you will need to **send all final versions of documents to Jessica Yoos at least 7 days prior to the next scheduled IRB meeting.**

Note: If the study is required to be submitted to another IRB, the JHL IRB will only accept the application once the external IRB approval has been given.

Additionally, if the principal investigator is a Mount Sinai School of Medicine *faculty member* or *fellow* he/she should determine whether it is necessary submit the study for approval at the MSSM Institutional Review Board BEFORE submitting the proposal to the JHL IRB Committee.

Rev. November 2011