

Jewish Home Lifecare
IRB APPLICATION INSTRUCTIONS

Any *research staff member* or a *PI who is accustomed to JHL IRB procedures* submitting a protocol for a new research study should include the following information:

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. Summary proposal of research on the background of the study and a description of all procedures involving human subjects (**Protocol Summary Form**). Please make sure this is the most up to date version downloaded from the website. Please do not copy and paste from an older form!
6. A copy of the combined **informed consent + HIPAA form(s)** or **consent waiver(s)** (if approved by outside IRB committee submit copy with IRB stamp). Please make sure this is the most up to date version downloaded from the website. Please do not copy and paste from an older form!

In the informed consent, **include Dr. Simon Kassabian as the contact person for JHL IRB**, along with his **telephone number: (212) 870-5940**.
7. A copy of **all instruments** to be used (with a copy of documented approval if approved by outside IRB committee). If instruments are not yet available, please provide a **detailed description** of each that is to be used.
8. 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).
9. **IN ORDER FOR YOUR APPLICATION TO BE CONSIDERED YOU OR A REPRESENTATIVE MUST ATTEND THE IRB MEETING.**
10. **At the completion of the research study, we request that the investigator(s) present the results to the JHL staff, and give copies of all the publications concerning the research study to the IRB Secretary.**

Email a copy of the entire application to the IRB Secretary, Jessica Yoos, at irb@jewishhome.org for review by the JHL IRB Committee. All JHL documents must be in their original forms (MS Word, etc.) and any memos or letters should be in the form of a PDF.

You will need to **send all final versions of documents to the IRB Secretary at least 7 days prior to the next scheduled IRB meeting.**

Note: If the study is being approved by another IRB, we will only accept the application once the external IRB approval has been given (copies of the consent and HIPAA forms with the stamp of the external IRB approval should be included as part of the submission packet).

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.