

UAB Department of Psychology

Departmental Policy: Scientific Review for IRB Submission

Effective: July 7, 2003

Revised: June 1, 2004

Policy

In accordance with UAB Institutional Review Board (IRB) Policies and Procedures, scientific review of all new investigator-initiated research will be implemented at the department level to replace the use of the institutional Project Review Panel (PRP) process. This policy applies to all levels of IRB review - full, expedited, and exempt. Note that the UAB Gene Therapy Project Review Panel will continue to review all gene therapy protocols.

This departmental review process will be handled according to the following guidelines:

1. The Principal Investigator (PI) shall identify at least one, and not more than three scientist(s), who is/are not considered to be (an) investigator(s) on the project, to review the research protocol and to provide comments and any recommendations for revision, prior to IRB submission. The reviewers may be selected from within the department faculty or external to the department. The reviewers should have the appropriate expertise to review the protocol in relevant areas such as the use of human participants in psychological research, and health care or safety-related issues. **The PY 101 Subject Pool Coordinator should be included among the Reviewers of the project if the project will recruit from PY 101.** The PI is responsible for making all appropriate contacts with potential reviewers in a timely fashion, to provide them a copy of the protocol in order to have the review completed in time for submission to the Department Chair and then to the IRB by the designated due date.
2. The Reviewers should be provided one copy of the protocol for review, one copy of the Scientific Review Form for IRB Submission, for signature, and one copy of the Reviewer Comment Form for completion. The Scientific review should be provided to the PI in the form of written feedback on the Reviewer Comment Form. This process does NOT require that the Reviewer(s) and the PI meet individually or in a panel format. The PI shall address any reviewer comments and recommendations. These forms are to be attached to the IRB application and submitted to the Chair of Psychology at least 24 hours prior to the IRB due date.
3. The Department Chair will acknowledge by final signature that the protocol has received the necessary reviews for IRB submission.

Renewals

Scientific review of IRB renewals and amendments of protocols will be necessary only if there are significant changes to the protocol, such as the addition of a new subject population or substantial modification to the protocol.

UAB Department of Psychology

Scientific Review Form for IRB Submission

(Must be included with all protocol submissions to the UAB IRB)

Rev. 6/1/04

Scientific review of investigator-initiated research protocols will be implemented to replace the use of the institutional Project Review Panel (PRP) process, effective July 7, 2003. The Principal Investigator should identify *at least one scientist*, who is not considered an investigator on the project, to review the research protocol and provide comments/suggestions prior to IRB submission. Results of the review should be attached to this form upon IRB submission (form attached). The Department Chairman will provide his signature acknowledging that all appropriate reviews have occurred.

(Based on UAB Notice of IRB Submission Policy Change Dated June 3, 2003)

Date Submitted to Psychology: _____ Date Due to IRB: _____

Title: _____

Principal Investigator: *(please print or type)* _____

School: _____ Department: _____

Exempt Expedited Full-Board New Submission Renewal
With significant changes

This protocol has been reviewed at the Departmental Level
 Departmental Level and Invited Reviewers

Reviewing Scientist(s): This project has been reviewed and comments/suggestions provided to the Principal Investigator by the following Reviewers.

Name (Print or Type) Title/Affiliation Date

Name (Print or Type) Title/Affiliation Date

Name (Print or Type) Title/Affiliation Date

I have received all comments and recommendations for revision and have addressed as needed.

Principal Investigator Signature Date

This project is recommended by the Department of Psychology for submission to the UAB-Institutional Review Board for formal institutional review.

Carl E. McFarland, Jr., Ph.D. Date
Chair, Department of Psychology

Reviewer Comment Form (please print or type)

(Must be included with all protocol submissions to the UAB IRB)

Title of Protocol: _____

Reviewer: _____ **Signature** _____ **Date** _____

Comments/Recommendations: *(print or type)*

Investigator Response:

Investigator Signature Date