Quick Start / Reference Sheet
For Investigators Creating a New Study:
Coordination of PRMC and eIRB Submissions

**Investigator-Initiated Studies and Industry-Sponsored Trials:** PRMC approval is required prior to IRB Submission

1. Email your proposed study documents to PRMC at prmc-kucc@kumc.edu
   a. Protocol
   b. Full-Committee (or Expedited) Project Description*
   c. PRMC Application supplement*
   d. Investigational Drug Brochure, if applicable
2. PRMC will review and provide feedback to the investigator
3. Upon completion of any required changes, PRMC issues an approval letter.
4. In eIRB:
   a. Investigator, or regulatory staff, logs on, completes the online application tabs and uploads study documents along with the PRMC approval letter.**
   b. As applicable, upload applications for Radiation Safety Committee and Nursing Impact.
   c. If the online application is created by the regulatory office, staff will notify the investigator that the submission is ready for his/her review.
   d. Investigator receives an email notification with a link to the submission.
   e. After logging in to eIRB, Investigator reviews the online submission and makes edits if needed.
   f. Investigator hits “Submit”
5. When the IRB staff does pre-review, they will notify the Department Chair to provide electronic approval of the submission.

**Cooperative Group Studies:** PRMC review occurs parallel to IRB review

1. Investigator, or regulatory staff, log on to eIRB and complete the online application.
2. Upload protocol, drug brochure, consent forms, recruitment materials, Full-Committee (or Expedited) Project Description*, PRMC Application* and other documents for IRB review. As applicable, include applications for ancillary reviews such as Radiation Safety and Nursing Impact.**
3. If the online application is created by the regulatory office:
   a. IRB Staff notifies the investigator that the submission is ready for his/her review.
   b. Investigator receives an email notification with a link to the submission.
   c. Investigator reviews the online submission and makes edits if needed.
   d. Investigator hits “Submit”
4. When the IRB staff does pre-review, they will notify PRMC and the Department Chair to provide their reviews. The PRMC approval letter can be submitted when answering provisos.

*These forms are posted on the IRB website at: [http://www.kumc.edu/compliance/human-research-protection-program/institutional-review-board/forms.html](http://www.kumc.edu/compliance/human-research-protection-program/institutional-review-board/forms.html)

**The forms page cited above also has a complete list of documents to prepare prior to logging into the eIRB system.