

		<b>Policy Title:</b>	Initial Review of Human Subject Research
<b>Effective Date:</b>	January 16, 2012	<b>Policy Number:</b>	MHC_RP0107
<b>Review Date:</b>	August 5, 2021	<b>Section:</b>	Research Integrity
<b>Revised Date:</b>	March 22, 2024	<b>Oversight Level:</b>	Corporate
<b>Administrative Responsibility:</b>		Corporate Manager of Research Integrity Institutional Official, HRPP	

## 1. Purpose

- 1.1. The purpose of this policy is to ensure the McLaren Healthcare Institutional Review Board (MHC IRB) and principal investigators (PI) conducting research at all MHC subsidiary hospitals meet the responsibilities associated with initial review for human subject research.

## 2. Scope

- 2.1. The HRPP applies this policy to all proposed activities that meet the definitions of “research” and “human subject,” the Food and Drug Administration (FDA) definitions of “clinical investigation” and “human subject”, and at least one of the following:

2.1.1. The research is conducted by or under the direction of an MHC investigator in connection with his/her assignment.

2.1.2. The research is conducted by an investigator employed by an MHC or its subsidiary hospitals.

2.1.3. The research is conducted using any property, patient population, or facility of MHC or its subsidiary hospitals.

## 3. Definitions

- 3.1. Refer to Appendix I “Definitions”

## 4. Policy

4.1. The MHC IRB is responsible for reviewing and approving research which meets the criteria outlined in the federal regulations, state and local laws, and institutional policies and procedures. This policy affects all MHC IRB members, MHC IRB chair or designee, MHC IRB staff and administrators, and PI’s.

4.2. If an activity requires review by the MHC IRB, research may not be conducted until the MHC IRB has reviewed and approved the research study and the researchers have received electronic notification to print the approval letter and IRB-approved consent form(s) (if applicable).

4.2.1. Refer to *MHC\_RP0104 "Determination of Human Subject Research"* for the policies and procedures on when a research study must be submitted to the IRB.

4.2.2. Refer to *MHC\_RP0105 "Exempt Review of Human Subject Research"* for policies and procedures on the submission and review of exempt research.

4.3. To apply for approval of a research study, the PI must submit an initial application for expedited or full board review to the IRB via IRB electronic application system.

## 5. Procedure

**5.1. Materials Required for Submission:** To evaluate the research study, the IRB members must have the initial application and all applicable supporting documents. The following supporting documents must be included whenever applicable:

5.1.1. Protocol or research plan

5.1.2. Instruments or measures (e.g., surveys, interview questions, questionnaires, case reports, protocol)

5.1.3. Consent forms or scripts for verbal consent (unless requesting waiver of consent)

5.1.4. Assent forms (if applicable)

5.1.5. Recruitment materials, including advertisements (if applicable)

5.1.6. Translation of instruments and consents provided to non-English speaking subjects

5.1.7. Letters of permission from school administration to allow researchers to conduct research in individual schools.

5.1.8. Health Insurance Portability and Accountability Act authorization forms

5.1.9. Investigator brochures

5.1.10. U.S. Department of Health and Human Services (DHHS) approved sample informed consent(s) and complete DHHS approved protocol(s) for DHHS sponsored multi-center clinical trials.

5.1.11. Package insert(s) if using a U.S. Food and Drug Administration approved drug/device/diagnostic test.

5.1.12. Any other pertinent documents related to the proposed research study.

**5.2. Mechanism(s) for Submission:** For research studies submitted to the MHC IRB, the initial application must be completed and submitted using IRB electronic

application system. The initial application must be completed in full; all questions must be completed and answered in their entirety.

**5.3. Submission Processing:** IRB electronic application system will assign the initial application an IRB number, which is sent to the PI for reference in future communication with the MHC IRB.

**5.3.1.** The IRB staff checks for completeness (e.g., appropriate documents attached) and appropriate level and category for review.

**5.3.2.** IRB staff verifies current training for researchers and research staff listed on the application. IRB staff will notify the PI of any individuals without current training.

**5.3.3.** IRB staff verifies whether a signed assurance page is submitted. IRB staff will notify the PI if signed assurance page is missing and will require receipt of the signed document before the approval letter can be issued.

**5.4. Change in Review Level:** Investigators indicate on the e- application which level of review (expedited or full board) they believe the research study falls into, but the IRB staff, IRB chair, or members may change the category if the selection is not appropriate.

**5.5. Materials Provided to IRB Members:** Assigned reviewers may access the initial application and supporting documents associated with the research study (e.g., consent, instruments) via IRB electronic application system. Any documents not accessible online will be provided to the reviewers via e-mail. IRB members will receive all documents as referenced in Section 5.1.

**5.6. How Review is Conducted:** For review procedures, see *MHC\_RP0106 "Expedited Review of Human Subjects Research"* or *MHC\_RP0108 "Full Board Review of Human Subjects Research"*.

**5.7. IRB Member Considerations**

**5.7.1.** Refer to policies:

**5.7.1.1.** MHC\_RP0116 Vulnerable Subjects in Research

**5.7.1.2.** MHC\_RP0117 Use of Medical Devices in Research

**5.7.1.1.** MHC\_RP0118 Use of Drugs and Biologics in Human Subject Research

**5.7.2.** When reviewing initial applications, the criteria for IRB approval must be met to approve or recommend approval of the application (see MHC\_RP0109 Criteria for IRB Approval of Research).

**5.7.3.** The IRB may not approve a research study for more than one year. Typically, the approval period is 364 days. (See MHC\_RP0110 Additional Consideration during IRB Review and Approval of Research).

**5.7.4.** If the IRB chair, member, or staff recommend that a protocol requires review more often than annually, it will be referred to the convened IRB. When the IRB determines review is needed more often than annually, that determination will be communicated to the researchers in writing and documented in the minutes.

**5.7.5.** When the researcher is the lead researcher of a multi-site study, the IRB evaluates whether the management of information that is relevant to the protection of participants is adequate.

## **6. Responsibilities**

### **6.1. Principal Investigator:**

**6.1.1.** Provide the IRB with all relevant information regarding the conduct of the research.

**6.1.2.** Complete and submit the initial review application via IRB electronic application system.

**6.1.3.** Provide current human subject protection education certification for PI.

**6.1.4.** Provide current human subject protection training certification for all key personnel.

**6.1.5.** Provide all applicable documents including.

**6.1.5.1.** Full protocol/thesis/dissertation/project summary.

**6.1.5.2.** Informed consent document and/or assent form.

**6.1.5.3.** If applicable, short form informed consent document.

**6.1.5.4.** Investigator's Brochures.

**6.1.5.5.** Supporting documentation for IND/IDE or HDE.

**6.1.5.6.** Product labeling, packet insert or other information.

**6.1.5.7.** Patient information brochure or other information.

**6.1.5.8.** Advertisements.

**6.1.5.9.** Recruitment materials.

**6.1.5.10.** Any relevant grant applications.

6.1.5.11. Documentation for dual enrollment to demonstrate the PI of other study has agreed to allow for dual enrollment.

6.1.5.12. Interview or focus group questions.

6.1.5.13. Questionnaires or survey instruments.

6.1.5.14. Data abstraction or collection form(s).

6.1.5.15. Approval letters from appropriate review committees (if applicable).

6.1.5.16. If applicable, conflict of interest (COI) management plan

6.1.5.17. Any other relevant study documentation which will allow the IRB to review the science and ethics of the study and make a determination regarding approval.

6.1.6. Provide any additional information or clarification requested by the convened IRB, IRB chairperson, or designee, in a timely fashion, to assist in the determination of approval.

## 6.2. IRB Staff:

6.2.1. Advise PI and research staff in preparation and completion of the application process.

6.2.2. Conduct a pre-review of the application and supporting documents to identify non-scientific issues.

6.2.3. Ensure scientific and scholarly review occurred.

6.2.4. Ensure all applicable documents have been provided.

6.2.5. Submit concerns to the study team for incomplete submissions, clarifications, or minor changes to allow for review by the fully convened IRB or the IRB chair or their designee.

6.2.6. Confirm study type (e.g., exempt, expedited, full board) is appropriate as submitted by the PI and request changes in accordance with federal regulations, state and local laws and institutional policies and procedures.

6.2.7. When applicable, schedule full board initial review applications to the next available convened IRB meeting.

6.2.8. Assign full board initial review applications to a primary and secondary reviewer (if needed).

6.2.9. Ensure IRB has adequate representation during the evaluation of the proposed human subject's research.

6.2.10. Assign expedited and exempt applications to the IRB chair or qualified reviewer for review.

6.2.11. Ensure there are no outstanding comments in IRB electronic application system.

6.2.12. Pre-review the response(s) to IRB concerns submitted by the PI and assign the appropriate reviewer (IRB member or chair) for further review and approval.

**7. References**

7.1. 45 CFR 46

7.2. 21 CFR 56

7.3. MHC\_RP0104 "Determination of Human Subject Research"

7.4. MHC\_RP0105 "Exempt Review of Human Subject Research"

7.5. MHC\_RP0106 "Expedited Review of Human Subjects Research"

7.6. MHC\_RP0108 "Full Board Review of Human Subjects Research"

7.7. Appendix I "Definitions"

**8. Previous Revisions:** 8/8/12, 3/22/13, 8/5/20, 1/15/21, 1/12/23

**9. Supersedes Policy:** MHC\_RP0111\_Initial Review of Human Subject Research.

**10. Approvals:**

MHC Institutional Review Board initial review: 2/17/12

MHC Institutional Review Board acknowledgement: 11/20/15

*Signature on File*

*3/22/2024*

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Institutional Official of Research

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Date