

<b>SOP Number:</b> SOP CW AHC 232	<b>SOP Name:</b> External IRB Screening
<b>Location:</b> *Company-Wide Policies	<b>Responsible Department:</b> Research Services
<b>Executive Owner</b> Executive Director of Research Services	<b>Original Creation Date:</b> 01/18/2022
<b>Effective Date:</b> 04/04/2022	<b>Review Date:</b> 02/12/2024

- I. **SCOPE:** This standard operating procedure (SOP) applies to the HRPP Administrator.
- II. **PURPOSE:** This procedure establishes the process for screening studies for local review requirements. This procedure begins when the HRPP Administrator receives a study submission for external IRB review. This procedure ends when the Investigator has been notified whether the protocol can be submitted to the external IRB.
- III. **QUALIFIED PERSONNEL:** The HRPP Administrator carries out these procedures.
- IV. **TRAINING:** Not applicable
- V. **SUPPLIES & EQUIPMENT:** Not applicable
- VI. **PROCESS/PROCEDURE:**
  - A. AdventHealth IRB requires screening of studies to identify any local reviews required before Human Research may commence.
  - B. Screen the submission using HRP-470 WORKSHEET – External IRB Screening before submission to the external IRB.
  - C. Communicate with the submission contact to correct any potentially resolvable contingencies.
  - D. Notify the Investigator whether the protocol can be submitted to the external IRB.
- VII. **DEFINITION(S):** For capitalized terms not defined in this policy, refer to CW AHC 107 Definitions in Human Research.  
  
For capitalized designations not defined in this policy, refer to CW AHC 103 Designations in Research.
- VIII. **EXCEPTION(S):** See CW AHC 101 Research Oversight
- IX. **REFERENCE(S):** Not applicable
- X. **RELATED DOCUMENT(S) / ATTACHMENT(S):**
  - CW AHC 107 Definitions in Human Research
  - CW AHC 103 Designations in Research
  - CW AHC 101 Research Oversight
  - CW AHC 108 Human Research Protection Program

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Document Title

- WORKSHEETS are located on the AdventHealth Research Institute website
  - o HRP-470 WORKSHEET – External IRB Screening

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