

Faculty members who are members on the research under review may not participate in the departmental review process to avoid potential conflicts of interest.

Due this possible conflict, it is recommended that the Chair, Chief or Director of a Department/Division/Institute appoint two (2) or more Departmental Reviewers.

PROCEDURE:

1. A PI submits a new project within the eBridge system in accordance with *IRB SOP: Submitting New Projects*.
2. The new eBridge SmartForm is routed to the designated Departmental Reviewer.
3. The designated Departmental Reviewer reviews the eBridge SmartForm application and supporting documents according to their own department's procedures. Each department's process should evaluate and attests that the following conditions are satisfied:
 - a. The PI is a faculty member or adjunct faculty member in good standing in their Department/Division/Institute.
 - b. The PI's commitment of time and effort to the project is endorsed.
 - c. The indicated commitment of departmental or divisional funds for this project is endorsed.
 - d. The research project as submitted in the eBridge SmartForm has scientific merit.
 - e. The eBridge SmartForm is complete and coherent.
4. Once the Departmental Reviewer documents their approval in eBridge, the IRB application (eBridge SmartForm and supporting documents) is routed to the applicable Ancillary Reviews (if required), then to the IRB.

REFERENCES:

N/A

SUPPORTING DOCUMENTS:

IRB SOP: Submitting New Projects

Effective Date:	07/01/2023
Version number:	2.0
Previous Version/date:	1.0, 06/15/2018
Responsible Office:	HRPP Office
Approval Date:	05/29/2023

Approved By	
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