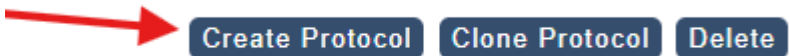**IRB (Quick Reference Guide)**
◁ **Submitting to the IRB for review** ▷

Purpose: To provide instructions on how to submit to the IRB for Administrative Review

Definitions	• **eProtocol -** eProtocol Management System, available at https://harrishealth.keyusa.net
Steps	1. **Register for eProtocol (if new user)** 2. **If relying on another IRB to be IRB of record (PI is from an affiliate organization, an institution with their own IRB that Harris Health has a reliance agreement with e.g. UTHealth, BCM, MDACC, certain schools)** 3. **Select Admin Rev** 4. **Create a new protocol, include IRB determination letter from reviewing IRB, submission to reviewing IRB, etc.** 5. **Office will do a pre-review of submission. Clarifications may be requested.** 6. **IRB will do local (administrative) review** 7. **Ancillary and facility reviews (if applicable) will occur** 8. **Approval letter issued via eProtocol** 9. **Local initiation at Harris Health may begin**
Contacts	• Sara Ruppelt, Sara.Ruppelt@harrishealth.org, 346-426-0487