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**Office of Research Subjects' Protections**

Andrews Hall  | 721 Fairfax Avenue, Suite 128

**(757) 446-8423 INB-INFO@EVMS.EDU**

**HAVE QUESTIONS ABOUT THE IRB PROCESS?**

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Look below for topic and individual(s) to contact. Direct contact information for each staff member is provided below.

**Shea DeBerry, BS** (757) 446-8431 DeberrSJ@evms.edU

**Alyssa Luchau, MPH, CIP** (757) 446-8971 LuchauAC@evms.edu

**Robert Sandoval, MA**(757) 446-5956 SandovRL@evms.edu

**Daniel Sullivan, PhD, CIP (**757) 446-7074 SullivaDM@evms.edu

**Betsy Conner, CIP** (757) 446-5854 ConnerBC@evms.edu

**SUBMISSIONS**

Alyssa: Submissions that require convened Board review. (New studies, continuing reviews, amendments, and other items).

Shea: Submissions to be reviewed by an IRB Sub-Committee. This applies only to NEW study submissions up to the point that they receive final approval to start the study.

Robert: Post-approval submissions for all types of studies, where the submission is eligible for expedited review. Expedited review means the submission does not have to be reviewed by a convened Board with a quorum present. Type of submissions are: continuing reviews under certain circumstances and amendments that are low risk or have no change in risks.

Dan: New submissions for Not Research or Not Human Subjects Research determinations. Works with sites submitting patient data requests. Guides staff in handling complicated submissions.

***Pre-Review is conducted by Alyssa, Shea and Dan who will correspond individually with the site.***

**IRBMANAGER**

Shea: New accounts, user assistance, other questions. All staff can assist as well.

**CITI TRAINING AND INVESTIGATOR ASSURANCES**

Shea: Primary contact. All staff can assist.

**GRANT CONGRUENCY MATTERS**

Dan: Primary contact; Betsy secondary.

**CLINICALTRIALS.GOV FOR EVMS**

Betsy: Primary contact; Dan is secondary.

**SOPS, FORMS AND TEMPLATES**

Betsy: Send questions, comments, suggestions.

**RELIANCE AGREEMENTS**

Betsy: Requests to use external (commercial or academic) IRB and other platforms such as NCI IRB, SMART IRB, etc.; Dan is backup.

 To have EVMS IRB provide oversight to a collaborator at another institution.

**COMPLIANCE MATTERS**

Betsy: Questions or to report.

**INVESTIGATOR EDUCATION AND TRAINING**

Staff: Assist with protocol preparation; training presentations to groups.

Alyssa: Individual training for novice investigators with all phases of submission: from completion of forms to development of proposals.