

November 8, 2010 (Revision)

**RE: Important Update to SUNY-ESF IRB Protocol Submissions and CITI Training**

All ESF protocols designated for review by Syracuse University or Upstate Medical University must be transmitted to the SU Office of Research Integrity and Protections by the Vice Provost for Research, Neil H. Ringler. The protocol package will need to contain the following:

- (a) Transmittal memo signed by Vice Provost for Research ensuring that ESF investigators are appropriately qualified and meet the institution's standards for eligibility to conduct research;
- (b) Application form completed by PI and research staff (**including students**); <http://orip.syr.edu/human-research/forms-list/application-for-full-board-review-or-expedited-review.html>
- (c) Protocol completed by PI and research staff (**including students**);
- (d) Other documents as required by SU IRB.

All ESF investigators (**including students**) will need to successfully complete Collaborative Institutional Training Initiative (CITI) Training. This on-line training is mandatory for all investigators and research staff (faculty, staff and students) affiliated with human subjects research. Investigators and research staff include principal investigators, co-investigators, research assistants and all other persons who will have any contact with human subjects or will have access to human subjects data. **CITI training must be completed prior to both expedited and full board IRB protocol review. CITI training is available online at:** <https://www.citiprogram.org/Default.asp?>

If a research protocol contains a biomedical aspect (i.e., recommending treatment or receiving information on a medical condition) send Tracy Crompton ([tjcrompton@syr.edu](mailto:tjcrompton@syr.edu)) of SU's Office of Research Integrity and Protections an email outlining methods to be used for the protocol. Her office will make a determination as to whether the protocol needs to be submitted to and reviewed by Upstate Medical University's IRB Board. If the protocol needs to be reviewed by UMU, the package will need to contain the following:

- (a) Transmittal memo signed by Vice Provost for Research ensuring that ESF investigators are appropriately qualified and meet the institution's standards for eligibility to conduct research;
- (b) Application form completed by PI and research staff (**including students**): [http://www.upstate.edu/researchadmin/document/irb\\_application.doc](http://www.upstate.edu/researchadmin/document/irb_application.doc)
- (c) Protocol completed by PI and research staff (**including students**);
- (d) Individual Investigator Agreement: [http://www.upstate.edu/researchadmin/document/individual\\_investigator.doc](http://www.upstate.edu/researchadmin/document/individual_investigator.doc)
- (e) Other documents as required by UMU IRB.

**IRB is an important and mandated requirement for federal proposal submissions. All investigators should address the issue of IRB reporting requirements and training with students who will be conducting research with human subjects.**

**It is also important to note that the Office of Research Programs will not be able to set up any award until all necessary IRB requirements are fulfilled and documented.**

**Additional information on IRB protocol review, CITI training, and the application and protocol forms can be found at Syracuse University's Office of Research Integrity and Protections website: <http://orip.syr.edu/humanresearch.php>**