



## IRB Pre-Review Is Now Available!

The IRB is excited to provide pre-review of initial full board study submissions. We now offer a pre-review of your submission documents to make sure your final submission is complete and ready for full board review. In addition, the IRB now has a **Self Pre-Review Tool** that can be used prior to IRB submission. This service is part of a pilot project aimed at improving overall completeness of new study submissions by providing investigator support.

### Benefits of a Pre-Review\*

- May decrease the chances of an IRB decision to table or disapprove your study.
- Provide on-going education of IRB criteria for approval
- May reduce the overall time from submission to full approval of your study.

### Pre-Review Process

To request a pre-review, complete the Protocol Summary Form and submit with your study protocol/proposal, and all other associated applications and study documents to [irbquestions@wayne.edu](mailto:irbquestions@wayne.edu) with “Pre-Review” in the subject line.

- Submit your pre-review request at least 2 weeks prior to the IRB submission deadline you are aiming for to give yourself enough time address the pre-reviewer’s recommendations.
- Pre-review requests will be reviewed in the order in which they are received.
- At the conclusion of the pre-review, you will receive an acknowledgement letter listing the documents that have received review and a stamped pre-review checklist. The Pre-Review Acknowledgement Letter and stamped Pre-Review Checklist **must** be included in your final submission package.

### New Self Pre-Review Tool

The Self-Pre-Review tool is useful for completing before submitting to the IRB. The tool walks you through the submission requirements based on the many different scenarios unique to each study. This tool can be used as part of the IRB pre-review or used solely by the submitter. The self-pre-review is not a required IRB form. The self-pre-review tool is available on the forms section on the IRB’s website <http://research.wayne.edu/irb/>

**\*Note:** Pre-review is designed to prepare your study for IRB review and ensure your study meets criteria for review. While the expected outcome is approval of your study, this is not a guaranteed outcome. Official review and determinations are made by the full board. Your final submission with stamped pre-review package must be received according to the submission instructions (described on the last page of the Investigator Self-Review Tool). Submission deadlines still apply for pre-reviewed studies that require a full board review.