

**Quick Start / Reference Sheet**  
**For Investigators Creating a New Study:**  
**Coordination of PRMC and eIRB Submissions**

**Investigator-Initiated Studies and Industry-Sponsored Trials: PRMC approval is *required prior to* IRB Submission**

1. Email your proposed study documents to PRMC at [prmc-kucc@kumc.edu](mailto:prmc-kucc@kumc.edu)
  - a. Protocol
  - b. Full-Committee (or Expedited) Project Description\*
  - c. PRMC Application supplement\*
  - d. Investigational Drug Brochure, if applicable
2. PRMC will review and provide feedback to the investigator
3. Upon completion of any required changes, PRMC issues an approval letter.
4. In eIRB:
  - a. Investigator, or regulatory staff, logs on, completes the online application tabs and uploads study documents along with the PRMC approval letter.\*\*
  - b. As applicable, upload applications for Radiation Safety Committee and Nursing Impact.
  - c. If the online application is created by the regulatory office, staff will notify the investigator that the submission is ready for his/her review.
  - d. Investigator receives an email notification with a link to the submission.
  - e. After logging in to eIRB, Investigator reviews the online submission and makes edits if needed.
  - f. Investigator hits "Submit"
5. When the IRB staff does pre-review, they will notify the Department Chair to provide electronic approval of the submission.

**Cooperative Group Studies: PRMC review occurs *parallel to* IRB review**

1. Investigator, or regulatory staff, log on to eIRB and complete the online application.
2. Upload protocol, drug brochure, consent forms, recruitment materials, Full-Committee (or Expedited) Project Description\*, PRMC Application\* and other documents for IRB review. As applicable, include applications for ancillary reviews such as Radiation Safety and Nursing Impact.\*\*
3. If the online application is created by the regulatory office:
  - a. IRB Staff notifies the investigator that the submission is ready for his/her review.
  - b. Investigator receives an email notification with a link to the submission.
  - c. Investigator reviews the online submission and makes edits if needed.
  - d. Investigator hits "Submit"
4. When the IRB staff does pre-review, they will notify PRMC and the Department Chair to provide their reviews. The PRMC approval letter can be submitted when answering provisos.

\*These forms are posted on the IRB website at:

<http://www.kumc.edu/compliance/human-research-protection-program/institutional-review-board/forms.html>

\*\*The forms page cited above also has a complete list of documents to prepare prior to logging into the eIRB system.