

REVIEW YOUR PROPOSED STUDY WITH YOUR ACADEMIC ADVISOR (AA) / DME.

ONCE THE AA / DME AGREES THAT YOUR PROJECT / DOCUMENTATION IS SUITABLE FOR IRB REVIEW, YOU ARE READY TO BEGIN THE IRB SUBMISSION PROCESS!

**\*\*\* If you are conducting a prospective investigator-initiated study, first contact the McLaren Center for Research and Innovation at 248-484-4960 to help you get started with protocol writing and statistical considerations.**

IS YOUR PROJECT HUMAN SUBJECT RESEARCH?

UNSURE

SUBMIT [DETERMINATION OF NON-HUMAN SUBJECT RESEARCH](#) TO THE IRB OFFICE FOR REVIEW. A DETERMINATION LETTER WILL BE EMAILED BACK TO YOU. **DID THE IRB DETERMINE YOUR PROJECT TO BE HUMAN SUBJECT RESEARCH?**

NO

YES

YES

HAVE **ALL** RESEARCHERS TO BE LISTED ON YOUR PROJECT COMPLETED MHC HRPP REQUIRED TRAINING?

NO

GO TO [www.citiprogram.org](http://www.citiprogram.org) TO REGISTER FOR AND COMPLETE APPROPRIATE HUMAN SUBJECT ASSURANCE TRAINING. **\*\*for more information on required courses please visit the [Required Training](#) tab on our website for more information.**

ONCE ALL RESEARCHERS HAVE REGISTERED FOR CITI YOU MAY MOVE ON

YES

START THE E-PROTOCOL SUBMISSION PROCESS. **DO YOU HAVE E-PROTOCOL ACCESS?**

NO

SEND AN EMAIL TO [hrpp@mclaren.org](mailto:hrpp@mclaren.org) REQUESTING E-PROTOCOL ACCESS. PROVIDE THE FOLLOWING INFORMATION IN YOUR EMAIL:

- Name, credentials
- McLaren subsidiary you are affiliated with
- Area of research
- Phone# / Fax #
- Email Address
- Mailing address YOU

WILL RECEIVE AN EMAIL CONTAINING YOUR LOGIN INFORMATION (THIS CAN TAKE UP TO 24 HOURS)

**DID YOU RECEIVE AN EMAIL WITH YOUR USERNAME AND PASSWORD?**

YES

LOGIN TO E-PROTOCOL AND SELECT "CREATE PROTOCOL" FROM THE INVESTIGATOR MENU

The link below will take you to a basic User's Guide for eProtocol: [Investigator User Guide](#)

YES

NO

SELECT THE APPROPRIATE REVIEW AND COMPLETE THE E-PROTOCOL APPLICATION, ENSURING YOU PROVIDE **ALL** REQUESTED INFORMATION / DOCUMENTATION AND SUBMIT

**DID YOU SUCCESSFULLY SUBMIT YOUR PROTOCOL APPLICATION?**

NO

**CONTACT HRPP FOR ASSISTANCE (248) 484-4950**

**NO FURTHER ACTION REQUIRED**

YES

AN IRB DETERMINATION LETTER WILL BE SENT TO YOU VIA EMAIL

**DID YOU RECEIVE AN APPROVAL LETTER FROM THE IRB?**

ENSURE YOU CHECK YOUR EMAIL OFTEN AND ADDRESS ANY QUESTIONS / COMMENTS POSTED IN E-PROTOCOL BY THE IRB REVIEWER(S). **DELAYS IN ADDRESSING COMMENTS WILL DELAY THE APPROVAL OF YOUR PROJECT.**

**YOU MAY PROCEED ONLY AFTER YOU RECEIVE AN APPROVAL LETTER FROM THE IRB**

YES

**YOU MAY NOW BEGIN YOUR RESEARCH!**