IRB Naming Convention for Full Board Electronic Submissions

  For **new studies**, separate and number each document in the order you are submitting. Reference the PI’s last name, abbreviated study title, and specific document type when e-mailing documents to [AgendaforIRB@llu.edu](mailto:AgendaforIRB@llu.edu).  For a given study, attach all documents to one e-mail and annotate study information in the “subject” line. Number the items below in the order of submittal. You may have additional items and/or some of the examples below may be inapplicable.

**New study examples:**

1.Smith\_LymphomaStudy\_application.pdf

2.Smith\_LymphomaStudy \_abstract.pdf

3.Smith\_LymphomaStudy \_billofrights\_icd\_hipaa.pdf

4.Smith\_LymphomaStudy \_protocol.pdf

5.Smith\_LymphomaStudy \_investigators\_brochure.pdf

6.Smith\_LymphomaStudy \_flyer.pdf

7.Smith\_LymphomaStudy \_questionnaire1.pdf

8.Smith\_LymphomaStudy \_ctc\_feasibility.pdf (if applicable)

9.Smith\_LymphomaStudy \_device\_worksheet.pdf

10.Smith\_LymphomaStudy \_ind\_decision.pdf

11.Smith\_LymphomaStudy \_clinicaltrialreg.pdf

12.Smith\_LymphomaStudy \_bri.pdf

Etc

  For **amendments**, separate and number each document in the order you are submitting. Reference the PI’s name, IRB number, and type of document when e-mailing documents to [AgendaforIRB@llu.edu](mailto:AgendaforIRB@llu.edu).  For a given study, attach all documents to one e-mail and annotate study information in the “subject” line. You may have additional items and/or some of the examples below may be inapplicable.

**Amendment examples:**

1.Smith\_5150000\_changerequestform.pdf

2.Smith\_5150000\_investigators\_brochure.pdf

3.Smith\_5150000\_billofrights\_icd\_hipaa\_tracked.pdf

4.Smith\_5150000\_billofrights\_icd \_hipaa\_clean.pdf

Etc

  For **renewals**, separate and number each document in the order you are submitting. Reference the PI’s name, IRB number, and type of document when e-mailing documents to [AgendaforIRB@llu.edu](mailto:AgendaforIRB@llu.edu). Note that numbering starts at “2” for renewals since we add a reviewer’s checklist as the first item.  For a given study, attach all documents to one e-mail and annotate study information in the “subject” line. You may have additional items and/or some of the examples below may be inapplicable.

**Renewal examples:**

2.Smith\_5150000\_researchreportform.pdf

3.Smith\_5150000\_billofrights\_icd\_hipaa\_current\_english.pdf

4.Smith\_5150000\_billofrights\_icd\_hipaa\_english\_clean.pdf

5.Smith\_5150000\_assent \_current.pdf

6.Smith\_5150000\_assent\_clean.pdf

7.Smith\_5150000\_billofrights\_icd \_hipaa\_current\_spanish.pdf

8.Smith\_5150000\_billofrights\_icd \_hipaa\_spanish\_clean.pdf

Etc

  For **tabled documents**, separate and number each document in the order you are submitting. Reference the PI’s name, IRB number, and type of document when e-mailing documents to [AgendaforIRB@llu.edu](mailto:AgendaforIRB@llu.edu).  For a given study, attach all documents to one e-mail and annotate study information in the “subject” line. You may have additional items and/or some of the examples below may be inapplicable.

**Tabled documents examples:**

1.Smith\_5150000\_tabled\_interim\_report.pdf

2.Smith\_5150000\_memo.pdf

3.Smith\_5150000\_application.pdf

4.Smith\_5150000\_abstract.pdf

5.Smith\_5150000\_informed\_consent.pdf

Etc

**Reminders**

* Any hard copies that are submitted to the IRB office should also be uploaded and sent to [AgendaforIRB@llu.edu](mailto:AgendaforIRB@llu.edu).
* Make sure that each .PDF is separated. When you name the files, number them in the order of the Applicant checklist.
* Submit a total of 4 hard copies (1 original + 3 stapled copies) of all materials.

RPP 3/31/16