1 PURPOSE
   1.1 This procedure establishes the process for screening studies for local review requirements
   1.2 This procedure begins when the internal IRB receives a study submission for IRB review.
   1.3 This procedure ends when the investigator has been notified whether the protocol can be submitted to the external IRB.

2 REVISIONS FROM PREVIOUS VERSION
   2.1 New SOP.

3 POLICY
   3.1 The internal IRB requires screening of studies to identify any local review requirements before Human Research may commence.

4 RESPONSIBILITIES
   4.1 The internal IRB carries out these procedures.

5 PROCEDURE
   5.1 Screen the submission for the following items before submission to the external IRB.
   5.2 Use "WORKSHEET: External IRB Screening."
   5.3 Communicate with the submission contact to correct any potentially resolvable contingencies.
   5.4 Notify the investigator whether the protocol can be submitted to the external IRB.

6 MATERIALS
   6.1 WORKSHEET: External IRB Screening.

7 REFERENCES
   None