We hope you join us tomorrow for our March METS:

**Submitting an IRB Application: A Step-by-Step Guide**

**Thursday, March 16, 2023**

11:00am until 12noon

The focus of this session is to provide a step-by-step walk through of the IRB submission process, beginning with accessing the Weill Research Gateway—Human Subjects (WRG-HS) and Oncore, through the certification of your application. We will discuss the new IRB Review Application Forms, the required Key Information Section for Informed Consent Forms, and when Ancillary Reviews must take place, and how. This session is geared to new investigators preparing to submit an IRB application for their study, as well as research team members who may want to re-familiarize themselves with the process.

**Registration is required to attend; please register here**

**Speaking of submitting an IRB application:**

**Which IRB should you use?**

Submit your study to the Weill Cornell Medicine IRB as the first course of action!

**Should you ever use an external IRB? Yes!**

- **Studies using or expecting to use a Federal Grant/Sponsor designated single IRB:**
  - Continue using that IRB; the existing WCM Single IRB process still applies

- **Industry-sponsored, industry-initiated trials:**
  - Required to submit to their industry sponsor designated IRB
  - If one is not designated, BRANY must be used
  - Contact: JCTOcontracts@med.cornell.edu

**Is BRANYplus still available?**

BRANYplus is still available as an alternative, but please remember: a study reviewed by the BRANY IRB under BRANYplus will remain with the BRANY IRB for the lifetime of the study.

**New guidance documents are available!**

Our 2022 New Year’s Resolution was to better serve our research community, and we are proud of all the changes we made last year toward that end. However, that goal did not end when 2022 did; we are still working to better serve you, and part of this work involves creating guidance documents to assist you in your preparation of IRB documents. To that end, we are pleased to announce the following new guidance documents are now available on our [Forms, Templates, & Guidance](#) page:

- Amending an Existing Protocol vs. Submitting a New One
- Assessing Capacity to Consent
Did You Know?

If you can’t join us for our METS, go to our website and check out the section, “Submitting an Initial IRB Application” for a step-by-step guide

Submitting to the IRB has never been easier! Even if you can’t join us for tomorrow’s METS on submitting to the IRB, you can still get the guidance you need by visiting our Research Team Resource page: Submitting to the IRB. Click on any one of the topics under “Submitting an Initial IRB Application” for the information you need to submit your application to the IRB. We provide a step-by-step guide, with helpful links to applicable pages and documents, for research teams who need guidance. And of course, at any time you can set up a consult with our Research Navigation Team for personalized help!

Coming soon: Step by step guidance for submitting post-approval applications (i.e., Amendments, Continuing Reviews, etc.)

WRG Reminder: Certify your Submissions!

Your IRB submission is incomplete until it has been certified by all key personnel. We have seen an uptick of submissions stuck in routing because they are waiting for certification, so please make sure you notify your team that this step must be completed before your submission can move on to IRB pre-review!

Have general questions about the IRB, or need help with your submission? Email the IRB Team!

Would you like to set up training for your lab or department? Email the Operations Team!

For more information, visit us at https://research.weill.cornell.edu/irb