

**Petition for Approval of Research Involving Human Subjects
MVH-Specific Instructions for NEW Submissions**

Miami Valley Hospital
Clinical Research Center: Weber Center for Health Education
128 E. Apple Street # 6829
Dayton, OH 45409
(937) 208-2238 Fax (937) 208-5075 e-mail rswirth@mvh.org

Please do not send petitions for new studies directly to the WSU IRB. All submission materials for new research proposals in which Miami Valley Hospital (MVH) is engaged (MVH employees, MVH facilities, MVH students, MVH patients, MVH Health Information, etc.) are to be directed through the MVH Clinical Research Center (CRC). Contact the MVH CRC if you have any questions or require any assistance. CRC contact information is listed above. See the MVH-specific continuing review (CR) instructions for information regarding submission of CR applications.

Download the "Petition for Approval of Research Involving Human Subjects" from the [WSU IRB Web site](#). This form is to be used when requesting review for approval of research protocols involving human subjects by the Wright State University Institutional Review Board (IRB). This petition is to be used for full board review, expedited review or a request for exemption. **Follow the instructions listed below.**

A separate form is used for submitting amendments to approved protocols. This form, which includes instructions for use, is available for download from the [WSU IRB internet web site](#).

The information requested in this petition is necessary and must be on file for inspection by authorized individuals. Therefore, the appropriate Board/Committee cannot review this petition unless all the questions have been adequately addressed. When submitting your application, follow the INSTRUCTIONS below.

The information in this petition may become publicly available either through the Ohio Open Records Act or through open meetings. For additional information, see the signature page.

INSTRUCTIONS

Submit one original **SIGNED** copy of the protocol to the MVH CRC at the address listed above. The petition and all necessary copies will be forwarded to the WSU IRB by MVH CRC staff. Please also submit electronic copies of all materials in an editable format (not a scanned image). Maintain a hard copy of all study-related materials in the study binder in your department office.

The original copy must contain: original signatures of the principal investigator, each co-investigator and, for a student PI the faculty advisor; a copy of the complete research protocol; a copy of the informed consent; copies of anything else that is pertinent to the study (advertisements, brochures, posters, data collection forms, surveys, etc.)

Any study involving nurses or nursing students must be submitted to the MVH Nursing Research Committee. The nursing research administrator will submit the materials to the MVH CRC once the MVH Nursing Research Committee has approved all study materials.

Any study in which MVH is engaged must be approved by both the IRB and the MVH Human Investigation and Research Committee (HIRC) before the study may begin. Submission of all materials through the MVH CRC allows the HIRC to promptly review the protocol once it has IRB approval.

Please **TYPE** and **SIGN** before submitting. Submitted study materials should be individually clipped or banded (not stapled), with no covers. If you have any questions concerning the petition or meeting dates, please contact the MVH CRC at (937) 208-2238.

Note: Deadline dates for submission of petitions to RSP may be found on the MVH CRC department web page or by calling the MVH CRC office.