

# **Submission Guidelines & Procedures to Western IRB for UMDNJ Investigators**

## **Procedures for Submission**

Complete applications for review, with the attachments as listed on the “Submission Checklist,” should be submitted to:

UMDNJ Office of Human Subjects Protection Program (OHSP)  
Attention: Shelia Evans  
65 Bergen Street, SSB 507  
Newark, NJ 07101-1709  
973-972-1149  
[evanssg@umdnj.edu](mailto:evanssg@umdnj.edu).

Materials may be submitted electronically with the exception of the UMDNJ Application for Review by WIRB, the original of which, with original signatures must be submitted in hard copy.

The Office of Human Subjects Protection Program will review and submit applications to WIRB. WIRB will not accept applications submitted directly from UMDNJ investigators.

Upon receipt by WIRB, WIRB will issue a tracking number via email directly to the investigator by which the investigator can track the application. WIRB will also notify the investigator directly via email of the approval or disapproval of the study after the WIRB meeting. WIRB will contact the investigator directly about any issues that may arise during the review process, and about those matters relevant to the conduct of the study once approved. WIRB will arrange for monitoring ongoing research, as its policies and procedures require.