

## IRB Applications to The Med

PIs and Study Coordinators preparing IRB applications for any research to be conducted at The MED, MED clinics in the MEDPlex, or Healthloop Clinics:

**When preparing an application for submission in the new UTHSC IRB iMEDRIS program, in the application Form 1, in Section 3.6 of the application (*Select the Research Administrative Specialist*), please add my name (MARIA VAN WERKHOOVEN). Study site should also be included in the application. This applies to ALL studies, whether clinical trials or exempt, including retrospective chart reviews.**

**Please do the same when registering a currently open study in iMEDRIS.**

When you've added this information on your application, I will be notified by iMedris and will be able to readily access the approved study documents in the IRBs iMedris system. This will eliminate the need for you to submit these documents to me. Without this information, a study may not be directed to my attention by the IRB.

Your assistance in this matter will be greatly appreciated. Please feel free to contact me if you have any questions about research at The MED or MED-affiliated clinics.

*Maria*

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