

Memorandum

To: Principal Investigators
From: Paul Newton, JD, CIP – Legacy Research Institute
Date: 2015
Re: Institutional Review Board

The following items are necessary for review by the Legacy Institutional Review Board.

1. Initial Review Questionnaire with signatures by the Principal Investigator and, when appropriate, signatures for Administrative Review, one copy.
2. Protocol, three copies.
3. For drug studies – Investigator’s Brochure, three copies.
4. For device studies – Pre-clinical data or supporting literature along with a drawing or picture of the device, three copies.
5. Consent form with Legacy specific language, one copy.
6. Principal Investigator’s CV, three copies.

Meeting Dates: The Legacy IRB meets on the 2nd and 4th Tuesday of the month. If you would like to come to a meeting at which your protocol will be reviewed please call first to confirm time and place.

Timetable and Fees: IRB applications must be received 14 days prior to the meeting date. If you are conducting a “non-institutional” investigation, as defined by Legacy Health System policy 100.19, there is a one time charge which is payable upon completion of the initial review. That fee is dependent upon the type of study and funding source.

All forms can be obtained in electronic form via e-mail pwnewton@lhs.org. If you have any questions please contact me at (503) 413-5355.