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| Regulatory Document Start-Up Process |
| Approval Date:19AUG2022  Revised Date: NA  **Rules for IRB submission**   * Use main number on all areas of submission **EXCEPT** 24-Hr call * Make sure Jill, Bridget, & Victor are added * Suite # is always on address line two * Add second location address only for injection and or procedure   **Rules for 1572**   * Physician name: include MD or DO * Address suite should be in second box   ***Box 3***   * Add any other location where procedures will be done (imaging, injections, etc.)   ***Box 6***   * Add Sub investigators including all CRCs with suffixes (MD, NP, CRC, CCRC, etc.)   **FDFS**   * Use suffixes on all names (MD, NP, CRC, CCRC, etc.) complete for each sub investigator in box 6   **Investigator’s Brochure**   * You may write the physician name and address if applicable but can NOT date for them.   **Protocol Signature Page**   * You may write the physician name and address if applicable but can NOT date for them.   **Other Documents**   * There may be additional source documents necessary depending on the Sponsor/CRO. Ensure all suffixes match on any documents and all addresses match the main site address unless otherwise noted. |