|  |
| --- |
| Regulatory Document Start-Up Process |
| Approval Date:19AUG2022Revised 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.
 |