



MCW Office of Research Standard Operating Procedure

DEPARTMENTAL REVIEW

Unit: Human Research Protections Program (HRPP), Office of Research

Applies to: Faculty and Staff involved in human research

PURPOSE:

Under federal regulations, the MCW IRB has a responsibility to determine whether a project is designed so that the risks to subjects are minimized, whether the potential benefits of a project justify the potential risks and if the necessary resources are available to the Investigator to conduct the project. These directives obligate the IRB to consider the project design and overall scientific quality of each project under review.

The MCW IRB delegates this responsibility to the Department/Division/Institute and requires that a representative of the Investigator's department, division, or institute to certify that a review of these elements had been completed.

DEFINITIONS:

Department: For purposes of this policy, may mean a Department, Division, or Institute.

Departmental Reviewer: Individual(s) in the Department, Division, or Institute who have been designated to review and attest certain criteria are met before the project can move to Ancillary or IRB review.

POLICY:

When a new IRB application is submitted via eBridge, the application is first routed to the designated departmental reviewer. The IRB is not able to begin their review of a submission until the designated departmental reviewer indicates approval on behalf of their department, division and/or institute.

The departmental reviewer's approval form includes an attestation addressing the following elements as these elements must be evaluated as part of the department, division or institutes review process:

- The Principal Investigator (PI) is a faculty member or adjunct faculty member in good standing in his/her Department/Division/Institute.
- The PI's commitment of time and effort to the project is endorsed.
- The indicated commitment of departmental or divisional funds for this project is endorsed.
- The research project as submitted in the eBridge SmartForm and supporting documents has scientific merit.
- The eBridge SmartForm application is complete and coherent.

In cases where an external review of scientific quality has taken place, the Departmental Reviewer may recognize and accept that external review (e.g., section review for NIH grants, foundation review). In all other cases, Departments, Divisions, and Institutes should define their own scientific review processes and who will complete the review.

Faculty members who are members on the research under review may not participate in the departmental review process to avoid potential conflicts of interest.

Due this possible conflict, it is recommended that the Chair, Chief or Director of a Department/Division/Institute appoint two (2) or more Departmental Reviewers.

PROCEDURE:

1. A PI submits a new project within the eBridge system in accordance with *IRB SOP: Submitting New Projects*.
2. The new eBridge SmartForm is routed to the designated Departmental Reviewer.
3. The designated Departmental Reviewer reviews the eBridge SmartForm application and supporting documents according to their own department's procedures. Each department's process should evaluate and attests that the following conditions are satisfied:
 - a. The PI is a faculty member or adjunct faculty member in good standing in their Department/Division/Institute.
 - b. The PI's commitment of time and effort to the project is endorsed.
 - c. The indicated commitment of departmental or divisional funds for this project is endorsed.
 - d. The research project as submitted in the eBridge SmartForm has scientific merit.
 - e. The eBridge SmartForm is complete and coherent.
4. Once the Departmental Reviewer documents their approval in eBridge, the IRB application (eBridge SmartForm and supporting documents) is routed to the applicable Ancillary Reviews (if required), then to the IRB.

REFERENCES:

N/A

SUPPORTING DOCUMENTS:

IRB SOP: Submitting New Projects

Effective Date:	07/01/2023
Version number:	2.0
Previous Version/date:	1.0, 06/15/2018
Responsible Office:	HRPP Office
Approval Date:	05/29/2023

Approved By	
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