

**Boston University Henry M. Goldman School of Dental Medicine
Policy and Procedure for IRB Submissions**

Purpose

The purpose of this document is to define and clarify the policy and procedure for protocol submission to the Institutional Review Board (IRB) by researchers within the Henry M. Goldman School of Dental Medicine (GSDM). The procedure outlined below allows for internal assessment of the protocol by a Staff Reviewer in the Office of the Associate Dean for Research (ADR) prior to submission to the IRB office.

Procedure for Dental School Principal Investigator/Student:

- **Review the BU/BMC IRB Policies and Procedures document, specifically Section VII, Research Protocols**
<http://www.bu.edu/cms/www.bumc.bu.edu/irb/files/Word%20Doc/P&P%20revisions%20approved.doc>
- All first time IRB applicants must contact ADR staff prior to submitting a protocol for review.
- Science review should be fully approved by department head of the PI or faculty advisor of student prior to sending to ADR office.

Procedure for Staff Reviewer at the Office of the Associate Dean for Research:

- Dental school faculty or students should inform the ADR office that they will be submitting a protocol.
- ADR staff will assist dental faculty and students with the preparation of the administrative elements of the protocol.
- ADR staff will act as a liaison with the IRB office.

Note: Administrative approval from the ADR office does not mean full approval will be granted from the IRB review board.

