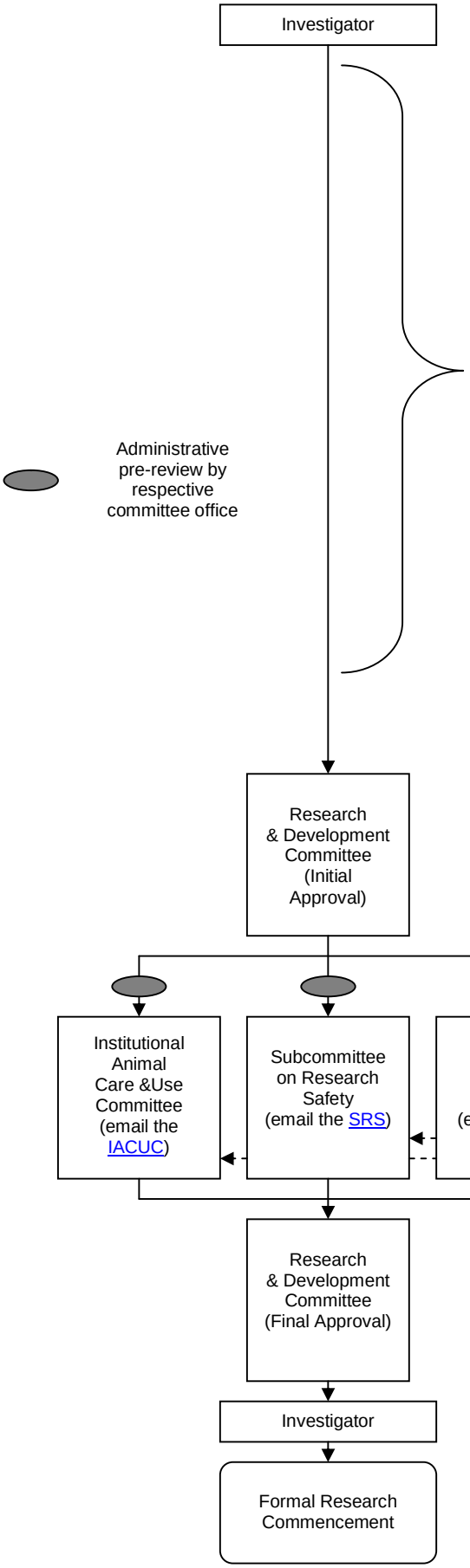
Non-Funded Project Submission Flowchart



Possible Trainings / Administrative Activities Required (prior to proposal submission – additional trainings / administrative activities may be required prior to research subcommittee approval):

- (If performing research upon human beings) Human Subject's Protection Training[1]
- (If performing research upon human beings) Human Subject's Protection Credentialing[2]
- (If performing research upon animals) Working with the VA IACUC[3]
- (If performing research upon animals) Animal Specific Trainings[4]
- (If performing research upon human beings) Data Security Training[5]
- (If not employed by the VA) Without Compensation Appointments[6]

[1] Details may be found at: http://www.cleveland.va.gov/research/training_hsp.asp
[2] Details may be found at: http://www.cleveland.va.gov/research/hsp_credentialing.asp
[3] Details may be found at: http://www.cleveland.va.gov/research/training_iacuc.asp
[4] For details please contact Jamie Shuster (email: Jamie.Shuster@va.gov – phone 216 791 3800 6109)
[5] Details may be found at: http://www.cleveland.va.gov/research/training_data_security.asp
[6] Details may be found at: http://www.cleveland.va.gov/research/empwocomp.asp

Required Forms:
o Request to Review Research Proposal
o Data Security Checklist
o Budget (If not included in funding proposal)
o Conflict of Interest Statements (for each member of study staff)
o ACORP* (as applicable)
o IRB Initial Review Application (as applicable)
o IRB Research Plan* (as applicable)
o HIPAA Waiver (as applicable)
o HIPAA Authorization (as applicable)
o Consent Waiver (as applicable)
o Expedited Review (as applicable)
o Consent Documents / IRB (as applicable)
o Research Protocol Safety Survey (Expedited or Full Version; as appropriate).

*May require additional documents

Non-Research Administrative / Committee Approvals**:
o Environment of Care (for studies using medical devices in patients – 216 791 3800 4185 Anthony.Lelli@va.gov)
o Pharmacy & Therapeutics (for studies administering experimental agents to humans – 216 791 3800 4841 Alice.Leone@va.gov)
o Radiation Safety (for studies using ionizing radiation – 216 791 3800 5405 Steven.Landgraf@va.gov)
o Laser Safety (for studies using free standing lasers – 216 791 3800 5409 Edward.Burney@va.gov)