**Determining Which IRB Reviews a Project**

The following document presents guidance on determining which IRB (Rowan University or Cooper Hospital) is required to review a human research protocol. It is strongly recommended that you contact the IRB staff prior to submission in order to confirm that you have selected the correct IRB.

**IRB Contact Information**

**Cooper Hospital**

General IRB Inbox: [IRBOnlineHelp@CooperHealth.edu](mailto:IRBOnlineHelp@CooperHealth.edu)

Amanda O’Hara, IRB Manager: [ohara-amanda1@CooperHealth.edu](mailto:ohara-amanda1@CooperHealth.edu)

**Rowan University:**

General IRB Inbox: [CIRB@rowan.edu](mailto:CIRB@rowan.edu)

Eric Gregory, IRB Director/Manager: [gregorye@rowan.edu](mailto:gregorye@rowan.edu)

Once you have selected the correct IRB to review the submission, you may still need to submit documentation to the secondary IRB so that a reliance agreement can be completed, if necessary. For example:

A Rowan faculty member is the Principal Investigator and the study involves collection of patient medical records from Cooper. The PI should submit to the Cooper IRB for review and approval of the study, and contact the Rowan IRB for instructions about the reliance agreement.

Definitions

* Medical research involves medical procedures and/or interventions that involve greater than minimal risk and/or that are not included in the expedited review categories, i.e. cannot be given expedited review.
* Nonmedical projects are those that do not involve medical procedures and/or interventions that are greater than minimal risk. (These studies may involve looking at medical records but there can be no medical interventions or procedures conducted for purposes of the study.)
* External subjects and external investigators are those who are not Cooper employees, not Rowan employees, and are not CMSRU faculty or students.
* CMSRU faculty may be employees of Cooper, Rowan, Coriell, or the University of the Sciences (aka Philadelphia College of Pharmacy).
* CMSRU medical students may be affiliated with Rowan or with the University of the Sciences.

**Non-Medical Projects**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Subjects**  **Investigator** | Cooper patients | Cooper employees | CMSRU students **(**Rowan & nonRowan) | Rowan employee (any but CMSRU student) | External | CMSRU faculty not Rowan or Cooper employee |
| Cooper employee | Cooper | Cooper | Rowan | Rowan | Cooper | Rowan |
| CMSRU students **(**Rowan & nonRowan**)** | Cooper | Rowan | Rowan | Rowan | Rowan | Rowan |
| Rowan employee(any but CMSRU student) | Cooper | Rowan | Rowan | Rowan | Rowan | Rowan |
| CMSRU faculty not Rowan or Cooper employee | Cooper | Cooper | Rowan | Rowan | Contact IRB\* | Contact IRB\* |

Another way to express the table above:

Cooper IRB reviews

* If the subjects include Cooper patients
* If the subjects include Cooper employees unless
  + The PI is a Rowan employee (CMSRU faculty or not), or
  + The PI is a CMSRU student
* If the investigators include Cooper employees (CMSRU faculty or not) and the subjects are external

Rowan IRB reviews

* If the subjects are all CMSRU students
* If the subjects are all Rowan employees
* If the investigators are Rowan employees or CMSRU students and the subjects are external
* If the subjects are all CMSRU faculty who are not Rowan or Cooper employees

Contact IRB:

* If the PI is CMSRU faculty but not a Cooper or Rowan employee and the subjects are the same or are external. The Cooper IRB should be notified if the project involves medical research and the Rowan IRB should be notified if the project involves nonmedical research since these activities may reflect on CMSRU.

**Medical Research Projects**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Subjects**  **Investigator** | Cooper patients | Cooper employees | CMSRU students (Rowan & nonRowan) | Rowan employee (any but CMSRU student) | External | CMSRU faculty not Rowan or Cooper employee |
| Cooper employees | Cooper | Cooper | Cooper | Cooper | Cooper | Cooper |
| CMSRU students **(**Rowan & nonRowan**)** | Cooper | Cooper | Cooper | Cooper | Cooper | Cooper |
| Rowan employee (any but CMSRU student) | Cooper | Cooper | Cooper | Rowan but Cooper if PI is CMSRU faculty | Rowan but Cooper if PI is CMSRU faculty | Rowan but Cooper if PI is CMSRU faculty |
| CMSRU faculty not Rowan or Cooper employee | Cooper | Cooper | Cooper | Cooper | Cooper | Cooper |

Another way to express the table above:

Cooper IRB reviews

* All projects unless
  + The subjects are Rowan employees and the PI is a Rowan employee unless the PI is also CMSRU faculty
  + The subjects are external and the PI is a Rowan employee unless the PI is also a CMSRU faculty
  + The subjects are CMSRU faculty who are not Cooper or Rowan employees and the PI is a Rowan employee unless the PI is a also CMSRU faculty