

## PROCEDURES FOR SUBMITTING PROTOCOLS THROUGH THE VA IRB

- The VA IRB Registration Number cannot be used when Case is the grantee.
- If the research will be conducted at both the VA and at University Hospitals of Cleveland, MetroHealth, or Case, the protocol must be submitted through both the VA and the other appropriate IRB. **Two separate IRB applications -- one for each place the work will be done.**
- If the research will be carried out only at the VA, **the protocol must still be reviewed by both IRBs**, but the VA's IRB application forms will be accepted by the other IRB.
- Investigators submitting new or continuing review applications need to replace the VA IRB number with the appropriate substitute.
- Questions regarding this policy should be forwarded to Kimberly Volarcik, Case Office of Research Compliance, at [kav6@case.edu](mailto:kav6@case.edu) or (216) 368-0134.