

WCG IRB Submission Instructions

Initial Review:

After the Sponsor/CRO invites you to the Study:

- Check with Client Care to see if the Protocol has already been reviewed by WCG
- If it has, then request the WCG IRB – Sponsor Template ICF from the Sponsor/CRO or WCG Client Care, then redline in your changes to the document.
- Make the submission on Connexus (online submission portal)

<https://connexus.wcgirb.com/>

Instructions if WCG has not reviewed the Protocol before:

- Select: Make a Submission
- Select: Add Study And Related Documents
- Enter PI's information and complete online questionnaire
- Upload the Protocol, ICF, and other submission documents then click Submit

Instructions if WCG has reviewed the Protocol:

- Select: Make a Submission
- Enter the Protocol Information
- Enter PI's information and complete online questionnaire
- Upload the ICF and other submission documents then click Submit

Submissions after Initial Review (Change in Research, Continuing Review, Closure)

- Select the "SITES" tab on the Connexus Homepage
- Select your PI's Workspace
- Click "Add Documents to Site" tab
- Select the appropriate submission type
- Complete the questionnaire, upload documents and submit

Submission Instructions Video Link:

az1ppcnxstgmain.wcgirb.com/resourcedocuments/04_Make_a_Submission.mp4?sv=2021-08-06&se=2023-08-25T16%3A58%3A25Z&sr=c&sp=rwdl&sig=IV1mHJCOW951JdQioKCtmHuy0EBv2o6GbuJphqRkKqE%3D

Link to PDF Submission Forms and other submission related documents:

[Download IRB Forms | WCG \(wgcclinical.com\)](#)

Client Care Contact Information (for submission help and general questions):

855.818.2289

clientcare@wcgirb.com

Institutional Partnership Manager Information (for escalated issues):

Jonathan Gellert

360-570-1309

jgellert@wirb.com