

WORKSHEET – CAS Pre-Review		
NUMBER	DATE	PAGE
3.201 (HRP-308a)	5/1/2024	1 of 1

Protocol Number:	Pro	PI Name (Last):		Meeting Date:
PI Requested:	<input type="checkbox"/> Exempt <input type="checkbox"/> NHR <input type="checkbox"/> Expedited <input type="checkbox"/> FB <input type="checkbox"/> Admin Review <input type="checkbox"/> Commerical <input type="checkbox"/> sIRB	Admin Pre-Reviewer:		Pre-Review Date:

1.0 General Project Information	Y	N	N/A	Comments/Changes
The principal investigator (PI), co-investigator (CI), or other study personnel (OSP) is restricted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add Reviewer Note If YES: add note regarding the submission policy for investigators who are restricted.
The principal investigator (PI), co-investigator (CI), or other study personnel (OSP) institutional status is provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add Reviewer Note If NO, inform PI, CI or OSP to update their institutional status. Refer to the FUL document for reviewer note language
The PI is a student: a. Graduate/Doctoral Student* b. Undergraduate Student**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add Reviewer Note to inform the PI about the policy on who may be a principal investigator and who may not. For example, *Graduate/Doctoral students must have a full-time Rutgers faculty advisor (except GSAPP and SON where Faculty are PT) listed on the eIRB+ application as Co-Investigator. **Undergraduate students, Housestaff (Interns, Residents, Clinical Fellows) or Postdoctoral Fellows (ArtSci) cannot be the PI but can be listed as Co-I.
If this is a clinical trial funded by NIH, please check if the PI, Co-I, and Other Study Personnel completed the GCP module within the past 3 years.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If NO,add reviewer note.
3.0 Project Funding				
The study is externally funded? a. If YES, the Grant Application(s) or draft Contract/CTA Agreement(s) is uploaded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add Reviewer Note to inform the PI to upload the Grant Application(s) or draft Contract/CTA Agreement(s).
4.1 Study Sites : Required Approvals				
Non-Rutgers performance site approval and/ or signoff sheet for Newark UH, UBHC, or IRC (RUG) is uploaded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add Reviewer Note to inform the PI to upload the appropriate documentation.
5.1 Scientific Review Board (SRB)				
The SRB approval Letter is uploaded (for any cancer related protocol involving a RWJMS/NJMS faculty member).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add Reviewer Note to inform the PI to upload the SRB approval. For the Department of Education (ED) research ensure that a permission letter has been submitted attesting compliance with FERPA and PPRA.
8.0 Consent, HIPAA and Waivers				
Written consent will be signed by subject. a. If YES, consent is uploaded. b. If written consent will NOT be signed by subject (waiver of documentation of consent). c. Consent/Assent will not be obtained from all subjects to be enrolled for this study. d. Written consent will be signed by surrogate. e. Additional required documents for surrogate are uploaded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add Reviewer Note in section 13.2 Consent Forms & Process of Consent to inform the PI to, request waiver of written documentation of consent or request waiver of consent. Add Reviewer Note in section 13.2 Consent Forms & Process of Consent to inform the PI to upload surrogate consent and additional required documents. <u>New study applications utilizing the surrogate consent process must be reviewed by the Executive IRB. Route the complete new study application (after the PI addresses all/ any requested changes) to the Sr. IRB Manager for processing.</u>
Conclusion Check				
Route to appropriate IRB team member as per the routing coverage guide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Log any Additional Comments as a Private Comment in the system.