TriHealth
Hatton Research Institute

1. When working on submission documents, please make sure to pull the forms from the Clinical Research Toolbox on the website to make sure you are using the most current version.

2. Individual study folders are being renamed to start with the study number so that we are consistent across disciplines.

3. Just a reminder we will be omitting the sub-folders “To be completed”, “Ready for Submission” and “Ready to File” and replacing with “Regulatory –Working Documents for Submission” with a sub-folder “Drag and drop final documents for submission here”. Once the Regulatory Coordinator is notified that all documents are ready for submission, the folder will be emptied and put in the appropriate Regulatory submission folder (Initial Submission, Modification, CR, etc.) Upon approval the approved documents will be placed in their appropriate regulatory folder (Protocol, Informed Consent, etc.).

4. Amy Sulken will complete and forward deferral for review by outside IRB forms to the TriHealth IRB along with either your DRC and/or Administrative Review approval email.

5. When requesting a Hatton Study # please be sure to provide the following information to Kelly Blackwell:

   PI:

   Lead Coordinator and/or Research Specialist:

   Protocol Title:

   Specialty:

   Type of Study:

   IRB Requested:

All of these items are mandatory to request a number. When choosing the Specialty and Study Type, please choose from the list provided below. Thank you!

Specialty Types:

Bethesda North

Cardiovascular

Cincinnati Children's Hospital

Internal Medicine

MFM

Neurology

Nursing

Ob Gyn/Perinatal

Oncology

Optometry

Orthopedics

Other

Perinatal

Pulmonology

Surgery

University of Cincinnati

Urogynecology

Types of Studies:

BAA or Other

CHI

Compassionate Use

Federally Funded

GME

HUD/HDE

Nursing

PI-Initiated

Sponsored