

## Human Subject Research Office

UNIVERSITY  
OF MIAMI

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### **Revised Administrative Policy: Submission of Executed Contracts for IRB Review**

The University of Miami periodically reviews and updates its Standard Operating Procedures (SOPs) for the Protection of Human Subjects in Research. On December 5, 2013, the IRB transitioned to a new electronic protocol submission and tracking system and, while an executed contract is still required prior to study initiation, there is no longer a requirement to submit **executed** contracts to the IRB for review.

It is possible that some studies received determination letters prior to the December 5<sup>th</sup> launch of the new IRB system which includes a requirement to submit the executed contract for IRB review prior to study initiation. Please be aware that you will not be responsible for providing us with an executed contract as indicated in those letters.

The Office of Research Administration (ORA) is responsible for reviewing and executing contracts that are compliant with University, Sponsor and IRB policies. ORA will continue to provide PIs and study teams with fully executed contracts.

Sincerely,

Dushyantha Jayaweera, MD, FACP, CIP  
Associate Vice Provost for Human Subject Research

Dated: 2/26/2014