



Human Research Protection Program
Institutional Review Board
Memorandum

September 4th, 2017

Subject: IRB submissions and Correspondence

This Memo is issued to announce that the Human Research Protection Program (HRPP)/Institutional Review Board (IRB) **will not** be receiving IRB submissions and submissions related documents through the mail/post office any longer. This decision has been made to keep track of all submissions and correspondence to and from the IRB.

As of **September 2017**, all IRB applications and related documents (consents, flyers, datasheets, advertisements, amendments, rebuttals, continuing reviews...) should be **submitted by hand** to the HRPP/IRB office so that they can be processed within the set time frames. All IRB official letters and packages should also be **picked by hand from the IRB office** as advised through the emails to PI's. The research team(s) will be accountable for any document received from the IRB.

HRPP/IRB office address:

Gefinor Center, Block C
5th Floor, AUB offices

Thank you for your kind cooperation

Sincerely,

Human Research Protection Program