## Office of the IRB telephone reference

### INCOMING ITEMS:

How to submit, what is required, etc.

- Helen (7-8254) or Juanita (7-8259)
  
  Supervisor: Angie (7-8255) [ALT: Rhonda or Dr. Schmelz]

### STATUS ITEMS:

Checking status of submissions:

- Clara (7-8252), Marcie (7-8257), David (7-8253), or Patty (7-8256)
  
  Supervisor: Rhonda (7-8242) [ALT: Angie or Dr. Schmelz]

### FULL BOARD (FB):

Responding to FB decisions (response to stips), or any other questions about future FB meetings.

- Debbie (7-8258) or Ginny (7-8260) [ALT: Helen (7-8253), Juanita (7-8259)]
  
  Supervisor: Angie (7-8255) [ALT: Rhonda or Dr. Schmelz]

### OUTGOING ITEMS:

Questions about letters (status or content), consent form stamping, copies of final approved documents (such as a copy of a stamped consent form or an approval letter), etc.

- Helen (7-8254) or Juanita (7-8259) [ALT: Debbie (7-8258) or Ginny (7-8260)]
  
  Supervisor: Angie (7-8255) [ALT: Rhonda or Dr. Schmelz]

### BILLING:

Questions about Billing for Studies

- Ginny (7-8266)

### MISCELLANEOUS BUSINESS:

Questions about orders, room reservations, supplies, paper shredding, etc:

- Ginny (7-8266) [ALT: Angie – 7-8255]

### WEBSITE:

- Roy (7-8251) [ALT: Dr. Schmelz]

### PI SELF ASSESSMENT:

- Meyad (7-8243) [ALT: Dr. Schmelz]

### ePROTOCOL:

- Clara (7-8252) or Patty (7-8256) [ALT: Marcie (7-8257) or Meyad (7-8243)]
  
  Supervisor: Rhonda (7-8246) [ALT: Roy, Angie, or Dr. Schmelz]