



Washington State Institutional Review Board (WSIRB)

Application Instructions

- **Please call and discuss your study plans *prior* to completing this application in order to prevent avoidable delays or misunderstandings in the review of your application.** You may contact us at 360.902.8075 or at wsirb@dshs.wa.gov.
- **Prior to submitting this application, investigators who are requesting identifiable records from DSHS, DOH, L&I, and/or HCA should contact the Washington State agency data manager(s) to: 1) ascertain the feasibility of obtaining the desired dataset(s); and 2) to secure the Washington State agency data manager willingness to support the request (note that this approval does not authorize disclosure of the records).** Applications that qualify for expedited review do not require signatures for initial review; however, investigators must still contact the Washington State agency data manager as instructed above.
- Complete all applicable sections. All information requested in the application must be included in the application submitted for review. Do not respond to sections in the application by referring to other documents attached to the application.
- Investigators and all research staff who will have contact with human subjects and/or access to identifiable personal records must complete appropriate training in the protection of human subjects. Study approval will not be extended until documentation of all required training has been provided. Visit our [website](#) for information on this training requirement.
- Consult the *Washington State Agency Policy on Protection of Human Research Subjects* for guidance on whether your proposal requires full Institutional Review Board (IRB) review or may qualify for expedited review. Additional information about procedures is found in the *Washington State Institutional Review Board Procedures Manual*. If you have questions, contact the Human Research Review Section.

Expedited Review: Applications that qualify for expedited review may be submitted at any time. Submit an electronic copy of the proposal to wsirb@dshs.wa.gov. **Signatures are not needed for the initial review.**

Full IRB Review: Applications that require full Board review are pre-reviewed before they are placed on a meeting agenda. Submit an electronic copy of the proposal to wsirb@dshs.wa.gov no later than the application deadline on the *Calendar of Review Board Meetings*. A Summary of Pre-Review Issues will generally be sent to investigators. Investigators must make revisions in response to pre-review comments and then submit a revised electronic application and sufficient copies for full committee review. **Signatures are not needed for pre-review.**

- **Signed original and copies:** All initial reviews are conducted with an electronic application. After the initial review, investigators will be instructed to submit a signed original and the number of copies required for the final review.

Send paper copies of application to:
(Please submit loose double-sided sheets, collated, with rubber bands)

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Human Research Review Section
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