

Steps for TTUHSC faculty to obtain clearance from the PSJH HRPP to conduct research at Covenant Medical Center under the oversight of the TTUHSC IRB*

New studies to be conducted at Covenant Medical Center (CMC) under the oversight of the Texas Tech University Health Sciences Center (TTUHSC) IRB are required to obtain clearance by the Providence St. Joseph Health (PSJH) Human Research Protection Program (HRPP). This document outlines the steps to obtaining clearance from the PSJH HRPP.

1. Prior to research commencing at CMC, the local Principal Investigator must first send following documents to the Institutional Official at CMC (Dr. Lara Johnson) via e-mail: lara.johnson2@providence.org:
 - a. Study Protocol
 - b. PI Eligibility Authorization form for signature
 - c. Consent form (if applicable)
 - d. PI's CV if not provided within the past two years
2. Dr. Johnson will review the documents to grant authorization for CMC via signed PI Eligibility Authorization form.
3. For funded or sponsored research, investigators are required to complete a Financial Interest Disclosure form. Contact the PSJH HRPP Office (at IRBSharedServices@providence.org) for guidance on this step if needed.
4. Once facility approval is obtained (and financial interest disclosures have been completed, if applicable), the study must be submitted in the PSJH eIRB system for clearance and subsequent tracking. See the document: *PSJH eIRB Tip Sheet: Submitting Studies to be Reviewed by TTUHSC IRB for HRPP Clearance*.
5. The PSJH HRPP will conduct its review and provide a clearance letter for submission to the TTUHSC IRB within the eIRB system, as outlined in the Tip Sheet.
6. The PSJH HRPP clearance letter is to be provided by the TTUHSC faculty to the TTUHSC IRB as a Study Document in iRIS.
7. When submitting the study in iRIS, it is ESSENTIAL that you list Covenant Medical Center as a participating Department in the IRB application.
8. TTUHSC IRB will NOT approve your study until you submit the PSJH HRPP clearance letter. The TTUHSC IRB prefers (but does not require) that you wait until you have received the PSJH HRPP clearance email before submitting your application to the TTUHSC IRB.

NOTE: The PSJH IRB the option to conduct a separate IRB review of any proposed project. This will likely be the case for any project deemed greater than minimal risk.

*Working with the TTUHSC Clinical Research Institute (806-743-4222) may simplify the process as they will take the lead in communication with PSJH and the TTUHSC IRB.