

Please Note: Your protocol will not be reviewed until all documents have been received by the IRB office. Once the protocol is submitted to the IRB, a 30-day suspense is established to complete the remainder of the requirements.

Templates and instructions for these forms can be found under "Protocol Preparation" [<link>](#). Please follow the format and instructions of these templates exactly as they will ensure that the IRB has all of the necessary information to approve your research.

Please submit the protocol and informed consent document in Microsoft Word format via email to the IRB administrator ([<email link>](#)). Any document with a signature must be submitted to the IRB office as a hard copy. All other supporting documentation can be submitted by email.

All primary investigators, associate investigators and key personnel listed on the protocol must have completed the researcher training module prior to submission of a protocol. The researcher training module and instructions can be found under "Mandatory Researcher Training" [<link>](#). If your initial training has been completed, annual refresher training must be current at the time of submission.

The Directorate Cover Letter must be signed to ensure that your protocol has been read and signed by, the Department Research Director, either the Branch Chief or Division Chief, and Director/ Commander prior to submission. Medical Consultant (If you need a medical consultant, please contact the IRB administrator). If you have any questions regarding these signature requirements, please contact the IRB administrator ([<email link>](#)).

All other institutions engaged in research under a particular protocol must have an Assurance of Compliance on file with the Air Force Surgeon General's Research Compliance office. If your research is being conducted or supported by an agency other than the USAFA you will likely need to have an Assurance. Please refer to the "DoD Assurance Templates" section for Assurance templates [<link>](#). For additional guidance on assurances and what it means to be engaged in research please contact the IRB office.