

**February 06, 2015**

**Jefferson IRB Announcement - Provision of Paper Copy for IRB Submissions**

I want to remind everyone that while our ultimate goal is a fully paperless IRB submission process, for the time being we still require a nominal amount of paper copies in addition to your Portal submission. The requirement is as follows:

- 1 copy of application for expedited and exempt submissions (new, amendment, continuing review) and all final reports
- 6 copies of application for full reviews (new, amendment, continuing review)

Paper copies should be delivered to our office at 1015 Chestnut, #1100 [Now: Jefferson Alumni Hall, 1020 Locust Street, Suite M-34 (Added 5/29/15)]. Continuing reviews and final reports should be delivered to Elaine Braddock. New studies and amendments should be delivered to Tracey Smith.

Your IRB submission **cannot be processed** until both the Portal submission and paper copies are received.