



Document Formatting for IRB Submission

To facilitate the review of applications by the IRB, the following rules will henceforth be enforced regarding the formatting of materials submitted for review.

The York College (YCP) IRB application forms are provided for investigators as “fillable forms,” that is, users can complete the application by typing directly in the text boxes. When a large amount of text is inserted into the boxes, a scroll bar will appear at the right, thus allowing users to type more than the next box would normally allow. This is a useful feature and should not be circumvented either by flattening or scanning the forms, or by writing on them by hand.

In the future, by policy application forms will be returned unread if they have been subjected to one of the following processes:

- Flattening
- Scanning

Materials other than YCP application forms may be flattened or submitted in non-pdf format, as appropriate. They may also be attached to the application form provided the form is not flattened in the process, but this is not required. It may be done at the preference of the investigator.

If you have trouble. Occasionally, applicants have trouble using the pdf forms. It appears that this often happens when they attempt to complete the forms within their web browsers. Applicants who have trouble with the use of pdf fillable forms are advised to follow this procedure: save the form to your computer (or flash drive, etc.), close it, then reopen it in a pdf reader. PDF readers are software programs that generally come preinstalled in personal computers, but they can also be downloaded directly from the website of Adobe Systems®, the company that developed the pdf format. Third-party pdf readers also exist, but they are not recommended.

Additional materials. Applicants are encouraged to include all materials necessary for review of their applications when they first submit them. If necessary materials are not sent with the application form, investigators will be instructed what additional materials are needed before review can commence. As a rule of thumb, any materials that will be provided to subjects should be included. This includes, *inter alia*, solicitation letters, statements regarding informed consent, survey forms, and text, audio, and video that will be provided to subjects. Hyperlinks to multimedia content are acceptable, although audio and video content can also be submitted with applications.

Forms from other colleges. When investigators with YCP affiliations are collaborating with investigators at other institutions (colleges, universities, hospitals, etc.), and when those other collaborators are also completing IRB forms for their institutions, those non-YCP forms may under some conditions be submitted to the YCP IRB in lieu of our College forms. Feel free to contact the Chair of the YCP IRB with questions. As a general rule, outside forms may be accepted when the primary investigator has a non-YCP affiliation, when the processes described in the application describe the work to be conducted at YCP, and the outside form (along with subsidiary documentation) provides all the necessary information for review. Even when an outside form is accepted in lieu of a YCP form, additional information will not infrequently be requested. If approval is granted by an outside IRB, that institution's approval memo should be submitted to the YCP IRB, whether non-YCP approval is granted before or after submission to the YCP IRB. Outside forms are generally submitted in addition to or in lieu of YCP forms when investigators are students at other institutions.

Version 4-9-18