

AOCOO-HNS Council of Medical Education

Internal Review Board (IRB) Policy for Human Studies

For all professional papers/manuscripts reporting data from studies involving human participants, formal review and approval, or formal review and waiver (exemption), by an appropriate Institutional Review Board (IRB) or Ethics Committee, should be described in the "Methods" section of the professional paper/manuscript with the full name of the reviewing entity*. All clinical research requires formal review, including case reports, case series, medical records reviews, and other observational studies.

Resident Professional Paper IRB Reporting Form

PLEASE PRINT LEGIBLY

Resident Name: _____

Paper Title: _____

IRB Approval Questionnaire

Institution Review Board approval was requested? ___ YES ___ NO

If no, explain: _____

Institutional Review Board approval was granted? ___ YES ___ NO

Date of IRB approval? ___ / ___ / ___

If no, explain: _____

Institutional Review Board waiver (exemption) was granted? ___ YES ___ NO

Date of IRB waiver? ___ / ___ / ___

Reason stated by the IRB for waiver? _____

Name of IRB Institution: _____

*NOTE: The following are examples of IRB policy compliance statements:

This paper was submitted to the IRB Department/Committee of _____ (Institution name) and was granted approval.

This paper was submitted to the IRB Department/Committee of _____ (Institution name) and was granted an exemption for the following reasons (then state reasons).

Signature _____

Date _____