

**The Institute for Genomic Research (TIGR)  
Institutional Review Board (IRB)  
Research Project Notification Form**

Principal Investigator: \_\_\_\_\_ Title @ TIGR: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Co-Investigators @ TIGR: \_\_\_\_\_

Co-Investigators or Collaborators @ other Institution: \_\_\_\_\_  
Institutions: \_\_\_\_\_ Department: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Title of Research Project: \_\_\_\_\_

New Project [  ], or Renewal [  ] of Project (Title): \_\_\_\_\_

Sponsor of the Research Project (Funding Source): \_\_\_\_\_

TIGR Protocol Number: \_\_\_\_\_

Location (s) Where the Research is Being Done:

[  ] TIGR  
[  ] Other: Where are the other locations? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You must provide to the TIGR IRB documentation that the other Institution's IRB has approved the research project and a copy of the other Institution's Informed Consent Form.

The following information must be provided to the TIGR IRB:

A Summary of the Research Plan (not to exceed three typewritten pages) and containing the following sections:

1. Research Question(s). Provide the specific question (s) to be addressed by this protocol.
2. Rationale: State the problem, the present state of knowledge relevant to it, and the aims of the proposed study as relating to the research questions.
3. Procedures: Briefly describe the experimental design. Identify all procedures and carefully distinguish those which are experimental from those that are routine clinical care, if applicable. Briefly describe the experimental design, including methods to assess results. If the protocol involves the use of questionnaires or interviews, a copy of these documents must be submitted with this application.
4. Risks: Describe major and minor risks and their expected frequencies. Consider physical, psychological, and socioeconomic risks. Detail any measures that will be taken to minimize and deal with the risks. In studies having no therapeutic benefit to the human subjects, both minor risks and possible late side effects from participating in the study should be included.
5. Consent Procedures: Consent must be obtained from all participating subjects (or their parents/guardians). If the human tissues or materials derived from human tissues are being supplied by another institution, a copy of their consent form must be supplied to the TIGR IRB. If you are collecting human materials directly from the subject (for example blood cells or fibroblasts), you need to obtain informed consent. The TIGR IRB can help you with guidelines for writing a consent form. In the latter case, a more detailed Research Project Notification Form may be necessary. Please contact the Chair of the TIGR IRB well in advance of the due date of your grant.

