



Dear Student Investigator,

Thank you for your interest in conducting research at Covenant Medical Center.

There are a few requirements connected to conducting research at Covenant Medical Center;

1. You need to have some connection with Covenant, either as an employee OR working with a primary Investigator who is affiliated with the organization.
2. Your project needs to be reviewed and approved by SVSU.
3. Your project need to be reviewed and approved by the Covenant Nursing Research Committee YOU MUST CONTACT DEBBIE BEST (989-583-7171, Chair of Nursing Research Committee) prior to final submission to Covenant IRB.*** (see #5 below)
4. You must notify and gain permission from the unit manager of any area that may be involved (if applicable)

Submission Process

Covenant Medical Center and Saginaw Valley State University both utilize IRBNet, (with which you are now familiar). There are a couple of additional tasks that will need to be completed in order for your submission to be reviewed by this IRB.

1. You need to add Covenant Medical Center as an “affiliation”. **See instruction document.**
2. After adding the affiliation, you need to complete the **appropriate Covenant Medical Center Research application** (it is different from SVSU, however, many of the elements are the same). They can be found under the forms and templates tab in IRBNet
3. Create a “new Package” for submission to Covenant. Upload all previous documents that were uploaded to the original SVSU package.
4. Upload the new application, SVSU approval letter, and your resume or CV to your new study package.
5. ***The Nursing Research Committee must approve your project. She generally will ask you to email your project to her so she can print it off for her committee reviewers.
6. Deb Best will contact you and let you know Nursing Research decisison. After that you can complete your submission process to Covenant IRB.
7. Add your Nursing Research Committee approval letter to your package
8. Once all your documents are added, make sure your package is signed and submitted. **See instruction document.**

9. Once received, I will pre-review your submission. If its complete, it will be forwarded to the IRB Chair or placed on the next full board agenda (based on appropriate level of review)

Instruction Documents

The following items are available under the “Forms and Templates” tab in IRBNet (READ ME DOCUMENTS) to assist you with your IRB submission process.

The following Document relates to use of IRBNet when submitting a new protocol to Covenant IRB

1. How to Submit a New Protocol

General information regarding research process at Covenant IRB

2. IRB Research process
3. Elements of Informed Consent
4. HIPAA authorization requirement for consent
5. Human Participant Protection Education info

Please feel free to contact me, Pam Bonds IRB Administrator at pbonds@chs-mi.com, or 989-583-6486. Please leave a contact number if you call, and I will get back to you as soon as I can.