1. **PURPOSE**
   1.1. This procedure establishes the process to screen studies for local review requirements.
   1.2. This procedure begins when the Assistant Director for IRBs receives a study submission for external IRB review.
   1.3. This procedure ends when the investigator has been notified whether the protocol can be submitted to the external IRB.

2. **POLICY**
   2.1. The Institution requires screening of studies to identify any local reviews required before Human Research may commence.

3. **RESPONSIBILITY**
   3.1. The Assistant Director for IRBs carries out these procedures.

4. **PROCEDURE**
   4.1. Screen the submission using "[IRB REGULATORY GUIDANCE: External IRB Screening (HRP-470)](HRP-470)" before submission to the external IRB.
   4.2. Communicate with the submission contact to correct any potentially resolvable contingencies.
   4.3. Notify the investigator whether the protocol can be submitted to the external IRB.

5. **REFERENCES**
   5.1. None