

# Bronson IRB Submission Process



Assemble the required IRB documents (reference IRB Application Instructions & Required Documents for assistance) and submit one, single-sided, unstapled, original copy to the IRB Office by the monthly submission deadline.

Bronson Methodist Hospital  
Research Services  
301 John Street, Box 92  
Kalamazoo, MI 49007  
(269) 341-7898  
wardk@bronsonhg.org

The IRB office will evaluate your protocol for content, determine review type and review request for any additional documentation within two business days.

Once the review type is determined, you will be contacted by the IRB office:

- If your protocol is determined to be exempt or expedited review then no further copies are required.
- If your protocol is determined to be full review then fourteen, double-sided, stapled copies will need to be submitted for board member's review and approval. For studies reviewed at the full board meeting (full review studies), the primary investigator is required to attend that meeting to present, answer any questions, and discuss the study with the board members. If the primary investigator is unable to attend the meeting, the protocol will be tabled until further notice.