

HAVE QUESTIONS ABOUT THE IRB PROCESS?

Look below for topic and individual(s) to contact. Direct contact information for each staff member is provided below.

Alyssa Luchau, MPH, CIP	(757) 446-8971	LuchauAC@evms.edu
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SUBMISSIONS

- Alyssa: Submissions that require convened Board review. (New studies, continuing reviews, amendments, and other items).
- Shea: Submissions to be reviewed by an IRB Sub-Committee. This applies only to NEW study submissions up to the point that they receive final approval to start the study.
- Robert & Jose: Post-approval submissions for all types of studies, where the submission is eligible for expedited review. Expedited review means the submission does not have to be reviewed by a convened Board with a quorum present. Type of submissions are: continuing reviews under certain circumstances and amendments that are low risk or have no change in risks.
- Emily: Submissions involving Sentara (data, facilities, etc.)
- Dan: New submissions for Not Research or Not Human Subjects Research determinations. Works with sites submitting patient data requests. Guides staff in handling complicated submissions.

Pre-Review is conducted by Alyssa, Shea, Jose, Emily and Dan. They will correspond individually with the site.

IRBMANAGER

Adam: New accounts, user assistance, other questions.

CITI TRAINING

Betsy or Adam: Primary. All staff can assist.

GRANT CONGRUENCY MATTERS

Dan: Primary contact; Betsy secondary.

CLINICALTRIALS.GOV FOR EVMS

Betsy: Primary contact; Dan is secondary.

SOPS, FORMS AND TEMPLATES

Betsy: Send questions, comments, suggestions.

RELIANCE AGREEMENTS

Betsy: Requests to use external (commercial or academic) IRB and other platforms such as NCI IRB, SMART IRB, etc.; Dan is backup.
 To have EVMS IRB provide oversight to a collaborator at another institution.

COMPLIANCE MATTERS

Betsy: Questions or to report.

INVESTIGATOR EDUCATION AND TRAINING

Alyssa: Individual training for novice investigators with all phases of submission: from completion of forms to development of proposals.
 Dan: Training for departments, classes, etc.