Initial Submission

Before you submit to COMIRB, all investigators and research coordinators must complete the required education courses, gain access to the eRA (InfoEd) website, and complete several other tasks. More information about the required training can be found here. These tasks can take several days to complete, so please factor that into your planning. When these tasks are completed, you will be ready to continue with the submission process.

Note: if you plan to submit for a Not Human Subject Research determination, personnel do not need to complete the CITI Training Courses or a Conflict of Interest disclosure because this type of determination is a request for confirmation that the proposed project does not meet the criteria to require COMIRB oversight. However, all personnel still need to gain access to COMIRB's electronic submission system, the eRA (InfoEd) website.

1. Determine if you need to submit for institutional approval.
   COMIRB’s affiliated institutions each require investigators to submit for institutional approval prior to submitting to COMIRB. Please contact the appropriate institutional research office for each of the following sites involved with your research:

   - **CU Denver Anschutz Medical Campus, University of Colorado Hospital, Children’s Hospital Colorado, or Highlands Ranch Hospital**: Your research may need to be submitted through the Human Subject Research portal to gain institutional approval. Click here for more information on the HSR portal.

   - **Denver Health and Hospital Authority**: Contact the SPARO Office at sparo@dhha.org

   - **Children’s Hospital Colorado**: Contact researchstartup@childrenscolorado.org. Any study taking place at CHCO should be submitted to the Clinical Research Management System (CRMS). For more information click here.

   - **University of Colorado Cancer Center**: Contact the Protocol Review and Monitoring System Office at prmc.uchsc@ucdenver.edu

   - **Denver VA Medical Center**: Contact the Research Administrative Office at 303-399-8020 ext. 2755

   - **CU Denver Downtown Campus**: Research conducted solely on the Downtown Denver Campus does not require any institutional approval in addition to COMIRB review. However, COMIRB review is still required.

2. Complete the Application for Protocol Review Form, which can be downloaded by clicking here or on the COMIRB Forms Page.

   If your research involves only the collection and analysis of data or biological specimens which were originally collected for another purpose, your study may qualify for use of the Secondary Research Application. For more information on Secondary Research and to see if your study qualifies click here.
3. **Compile supporting documents.**
   A list of possible supporting documents is provided [here](#). These documents should be labeled with the PI's name, page numbers, the protocol number (assigned during the electronic submission process), and version date. COMIRB electronically stamps consent documents and local advertisements in the top right-hand corner which covers any content in that area. Please do not place content in the top right-hand corner of these documents.

   If you are looking for templates, please check the [COMIRB Forms Page](#).

4. **Submit the materials to COMIRB via the eRA(InfoEd) website.**
   First-time users are encouraged to attend our Beginner's Guide to eRA InfoEd course (CTSA33); register [here](#). If you have questions or need assistance, please contact COMIRB at 303-724-1055 ([comirb@ucdenver.edu](mailto:comirb@ucdenver.edu)) or stop by Office Hours.