

Division/Department Routing for Organizational Approval

When new studies are submitted for IRB review, the IRB requires the initial application be certified by the Principal Investigator followed by the Division and Department Head(s) represented by the faculty listed in *Section 1 General Information items B.1 and B.3* of the application. The Division Head(s) may first certify or reject the study, followed by the Department Head(s). If rejected by either, the study is routed back to the PI.

Initial Submission Completed > PI Certification > Division Head(s) Certification > Department Head(s) Certification > Study Received by IRB Office

While pending with either Division or Department Head(s), the study will be labeled as “Awaiting Approval”. The Approvals tab within the Submission Details page populates with whom the study is currently pending as the study is routed following the below organizational chart. Once all required approvers have certified the study, it is routed to the IRB office for pre-review. ****Only one approver is required for study certification for each Department/Division listed, even if two names are provided.**

Example of Routing:

PI's Division: Academic General Pediatrics; **Sub-I's Divisions:** Infectious Diseases, Child & Adolescent Psychiatry, Orthopaedics

Required Organizational Approvers:

- Division Heads: Matthew Davis (Academic General Pediatrics); Pat Seed (Infectious Diseases); John Sarwark (Orthopaedics)
- Department Heads: Thomas Shanley (Department of Pediatrics); John Lavigne (Child & Adolescent Psychiatry); Marleta Reynolds (Department of Surgery)

Department Organizational Approvers		
Child & Adolescent Psychiatry	John Lavigne	
Clinical Nutrition	Sue Cowen	
Department of Pediatrics	Thomas Shanley William Schnaper	
	Division Organizational Approvers within the Department of Pediatrics	
	Academic General Pediatrics	Matthew Davis
	Adolescent Medicine	Robert Garofalo Lisa Kuhns
	Allergy	Jacqueline Pongracic
	Autonomic Medicine	Leah Harris
	Cancer Biology and Epigenomics	David Walterhouse
	Cardiology	Stu Berger

Child Abuse Pediatrics	Sandeep Narang
Clinical and Translational Research	Susanna McColley
Community Based Primary Care Pediatrics	Irwin Benuck
Critical Care	Leah Harris
Dermatology	Anthony Mancini
Developmental and Behavioral Pediatrics	Dana Brazdziunas
Developmental Biology	Philip Iannaccone
Emergency Medicine	Elizabeth Alpern
Endocrinology	Donald Zimmerman
Epilepsy	Leon Epstein
Gastroenterology, Hepatology and Nutrition	Barry Wershil Lee Bass
Genetics	Joel Charrow
Hematology, Oncology and Stem Cell Transplantation	Stewart Goldman
Hospital Based Medicine	Robert Greenberg
Human Molecular Genetics	Ann Harris
Infectious Diseases	Pat Seed
Kidney Diseases	Craig Langman
Medical Education	Sharon Unti
Neonatology	Aaron Hamvas
Neurobiology	Mark Wainwright
Neurology	Leon Epstein
Palliative Care	Joel Frader
Pulmonary Medicine	Theresa Laguna
Rheumatology	Marisa Klein-Gitelman
Smith Child Health Research	Matthew Davis
Special Infectious Diseases	Ellen Chadwick

Department of Surgery	Marleta Reynolds	
	Division Organizational Approvers within the Department of Surgery	
	Cardiovascular Thoracic Surgery	Carl Backer
	Dentistry	Ray Jurado
	Neurosurgery	Tadanori Tomita
	Ophthalmology	Marilyn Mets
	Orthopaedics	John Sarwark
	Otolaryngology	Nancy Young
	Pediatric Surgery	Fizan Abdullah Marleta Reynolds
	Plastic Surgery	Arun Gosain
	Transplant Surgery	Riccardo Superina
	Urology	Earl Cheng
Finance	Ron Blaustein	
Information Management	Stan Krok	
Laboratory Medicine and Clinical Chemistry	Shannon Haymond	
Medical Imaging	James Donaldson Cynthia Rigsby Laura Gruber	
Nursing	Brian Stahulak	
Pathology & Laboratory Medicine	Elizabeth Perlman	
Pediatric Anesthesia	Santhanam Suresh	
Rehabilitative Services	Cheryl Patrick	
Social Work	Teri Foster Ellen Rosendale	