Step 1

Develop Study Plan

Write a ***Study Plan***, which includes a full description of the proposed research study.

Resource: Study Plan Template (see Resources)

Step 2

Contact IRB

Send an email to your institutional IRB. State that you are seeking a determination of exempt status for your study. Make sure to include a copy of your ***Study Plan***.

IRB Website: Nationwide Children's Hospital
The Ohio State University

IRB Documentation

Research may begin once you receive an email from the IRB stating your research is exempt.

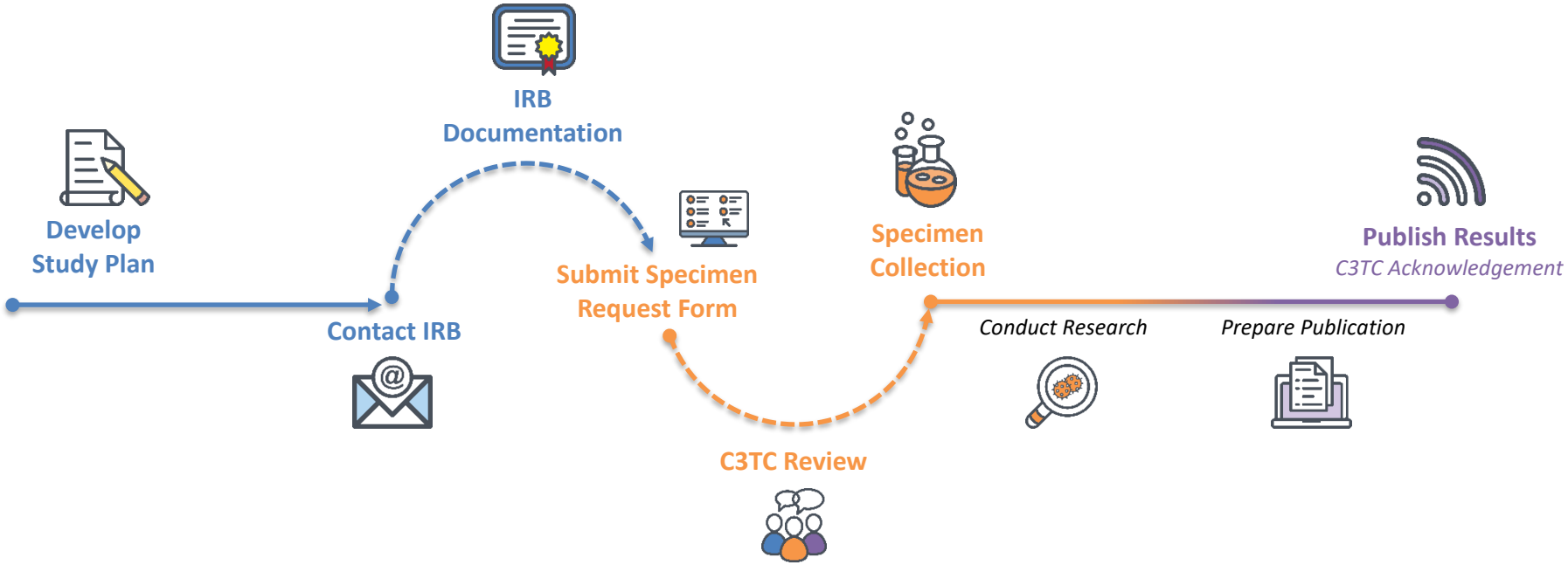
This email serves as your ***IRB Documentation***.

Step 3

Submit Specimen Request Form

Complete the online form to initiate the specimen request process. The ***Study Plan*** **MUST** be included with your submission. Request can be submitted without ***IRB Documentation***, but **WILL NOT** be approved until documentation is provided.

Resource: C3TC Specimen Request Form



C3TC Review

Approval is granted based on ***feasibility*** (type, timeframe, and number of specimens required) and overall ***scientific merit*** as determined by the C3TC Specimen Request Review Board (SRRB).

Resource: Impact on C3Biobank
Scientific Merit & Impact
(see Resources)

Specimen Collection

Once approved by the SRRB, the C3TC works with the primary contact, as noted on the ***Specimen Request Form***, to arrange collection and/or delivery of specimens and data.

Publish Results

Publications resulting from studies supported by the C3TC should include the following acknowledgement:

C3TC Acknowledgement

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