1. PURPOSE  
1.1. This procedure establishes the process to screen studies for local review requirements.  
1.2. This procedure begins when the [HRPP Administrator] receives a study submission for external IRB review.  
1.3. This procedure ends when the investigator has been notified whether the protocol can be submitted to the external IRB.  

2. POLICY  

3. RESPONSIBILITY  
3.1. The [HRPP Administrator] carries out these procedures.  

4. PROCEDURE  
4.1. Screen the submission using "WORKSHEET: External IRB Screening (HRP-270)" before submission to the external IRB.  
4.2. Communicate with the submission contact to correct any potentially resolvable contingencies.  
4.3. Notify the investigator whether the protocol can be submitted to the external IRB.  

5. REFERENCES  
5.1. None