THE UNIVERSITY OF KANSAS
CANCER CENTER

PROTOCOL REVIEW AND MONITORING COMMITTEE
INSTRUCTIONS
FOR
PRMC ANNUAL /CONTINUING REVIEW FORM
FOR HSC - CONTINUING STUDY SUBMISSIONS

1. Complete the required PRMC Annual/Continuing review form.
   a. Accrual information is critical. If you do not understand what information /date is being requested, please contact the PRMC Coordinator by the email listed below.
   b. Check appropriate boxes for each section and enter information required in blanks. (when applicable)
2. PRMC requires **electronic file submission only** of the following documents for review:
   a. PRMC Annual/Continuing Review form.
   b. HSC Annual/Continuing Review Application (Refer to the HSC instructions for completion)
   c. Protocol summary and Protocol
   d. ***(Please note: PRMC does not review the Consents – do not send)***
   e. All other support documentation, such as: Investigator Brochure, etc.

SUBMIT TO:

1. **If Clinical Trial Shared Resources (CTSR) is managing your submissions**, they will deliver the completed electronic files to PRMC and electronic / hard copies to the HSC at the appropriate time for their review.
   a. Hard copies, if required, go to the appropriate CTSR Regulatory Coordinator
   b. Electronic copies are to be emailed to CTSR. Upon PRMC approval the CTSR will deliver approval letter and documentation to HSC, electronic and hard copy.
2. If **CTSR does not manage your submissions**, send all documents listed above electronically to the PRMC at the email address below.
   a. PRMC electronic submission email address:

      PRMC KUCC (PRMC-KUCC@kumc.edu)

1. **Upon receipt of a PRMC approval letter from the PRMC Coordinator**, *it is the responsibility of the PI or Study Coordinator to deliver all HSC submission relevant documentation above, including the PRMC approval letter and consent, to HSC per the HSC Submission Requirements.*

   HSC email address: HSCsubmissions@kumc.edu

   HSC address below:

   KUMC Human Subjects Committee
   G006 Sudler, MS 1032
   3901 Rainbow Blvd.
   Kansas City, KS 66160