THE UNIVERSITY OF KANSAS
CANCER CENTER

PROTOCOL REVIEW AND MONITORING COMMITTEE
INSTRUCTIONS
FOR PRMC ADDENDUM
FOR HSC - NEW STUDY SUBMISSIONS

PREPARATION:

1. Complete the required two page PRMC Addendum
   a. Check appropriate boxes for each section and enter information required in blanks. (when applicable)
   b. Required: Principal Investigator signature and date are required on the completed PRMC Addendum.
2. PRMC requires electronic file submission of the following documents for review:
   a. PRMC two page addendum
   b. HSC appropriate (new study) Application (Refer to the HSC instructions for completion)
   c. Protocol
   d. Any other support documentation, such as: Investigator Brochure, etc.
   e. PRMC does not review the consents.

SUBMIT TO:

1. If **Clinical Trials Shared Resources 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)

3. **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