

Corewell IRB - Step by step instructions for EMBARK

Steps	Task	Additional Information
Step 1	<p>Complete Corewell Student Onboarding form: https://forms.office.com/r/ncMkPb2c27</p> <p>Also, you must install Ping on your laptop if you have not already done so.</p>	<p>Once you complete the form, Courtney Watterworth (courtney.watterworth@corewellhealth.org), OUWB Nurse Navigator, will reach out to you with additional information.</p> <p><i>Please note that your Corewell login ID was emailed to you at the beginning of the M1 year. Need help? Please contact dawn.burgess@corewellhealth.org.</i></p>
Step 2	Complete Annual Conflict of Interest (COI)/WorkDay	All students will be required to complete an online Conflict of Interest training module through WorkDay as well as complete the online Conflict of Interest survey for Corewell. This will be sent to you by the Corewell Health System Compliance team <i>after</i> you fill out the form.
Step 3	<p>Once you have been successfully onboarded,</p> <p>(1) New submissions: Begin working on your IRB application at hic.beaumont.edu</p> <p>(2) Amendments: require you to contact the project's research nurse to be added as a study contact (not key personnel).</p>	The link for the online submission is irb.beaumont.org . For additional info/sample IRB application, please check the OUWB Office of Research Resource webpage.
Step 4	Upload IRB app or amendment to OCW (Embark portal) for pre-review	Please allow one week to receive IRB feedback. If you don't hear back, please contact wunderli@oakland.edu
Step 5	Address any comments sent by Dr. Wunderlich and notify her this has completed	Once feedback has been addressed, please allow 3 business days to receive assurance form and routing instructions (if not, contact wunderli@oakland.edu)
Step 6	Submit IRB	Submissions to be routed to PI (automatic), and the clinical research manager of the department.
Step 7	Check status of IRB	In order to check the status of your IRB, logon to iMedRIS, open your project and click on "submissions history" to see where your project currently is in the review process.
Step 8	Allow time for IRB	Currently, this is taking approximately 8 weeks for

	review/response	amendments and 12 to 16 weeks for new applications. If you've not heard from Corewell (this will come in the form of an email from the Beaumont IRB) by these timeframes, contact wunderli@oakland.edu
Step 9	Address any modifications requested and resubmit (no additional signatures required).	Once modifications have been sent, allow 1 to 3 weeks to receive a response.
Step 10	Set up your Sharepoint folder	Once you receive approval, you can request to either be added to the existing Sharepoint folder or to have a new Sharepoint folder created. For this, please contact Donna McIntyre @ donna.mcintyre@corewellhealth.org. Allow 2 - 5 business days for confirmation.