1. You must submit a COMIRB Application:
2. If you are **only conducting secondary research under a request to waiver informed consent**, use the “[Secondary Research Application](http://www.ucdenver.edu/research/Research%20Administration%20Documents/CF_080_SecondaryResearchApplication.pdf).” Secondary research is research on data and/or specimens that have been collected for a purpose other than your study. For example, use this application for retrospective research on data from medical records, or for research involving new analysis of biological specimens from a tissue bank. See the COMIRB [Secondary Research Information Sheet](http://www.ucdenver.edu/research/Research%20Administration%20Documents/CF-141_SecondaryResearchInfoSheet.pdf) for more information.
3. For **all other research**, Use the COMIRB [Application for Protocol Review](http://www.ucdenver.edu/research/Research%20Administration%20Documents/Application-for-Protocol-Review.pdf).
4. Next, save the application form to your computer (or server), complete it, and then upload the document to this submission using the upload button for this document. Always save study documents in a location accessible to your study team for reference and edits for future amendments or continuing reviews.
5. PRIOR TO SUBISSION: Please also upload the HSR Portal Clearance notice into eRA (InfoEd) if Portal submission is required. Please click on the following ling to the HSR Protocol Submission Portal website to determine eligibility:

<http://www.ucdenver.edu/research/ResearchAreas/Pages/Amendment-Portal.aspx>

**NOTE:** If you have an urgent deadline such as a JIT notice, questions, or need assistance with the forms or submitting through InfoEd, please contact the COMIRB Help Desk at [COMIRB@ucdenver.edu](mailto:COMIRB@ucdenver.edu), or call at 303-724-1055.

COMIRB has regular Office Hours where you can get any of your questions answered by an IRB Chair and senior staff. See the [COMIRB Office Hours calendar](http://www.ucdenver.edu/research/comirb/about/Pages/hours.aspx) for more information.

Alternatively, if you wish to schedule a time to meet with COMIRB and discuss your study, contact [COMIRB@ucdenver.edu](mailto:COMIRB@ucdenver.edu).