CPHS Protocol Guide

This guide is intended to help researchers determine which CPHS form they should complete when they are preparing their application.

New studies should submit one of the following options:

- Sponsor Protocol (provided by the industry sponsor) and CPHS Protocol Plus, or
- Clinical Research Protocol Template (typically used for investigator initiated studies which do not have an industry sponsor) and CPHS Protocol Plus, or
- Minimal Risk Clinical Research Plan or
- Social, Behavioral, and Non-Clinical Research Plan, or
- Data, Specimens, and Registries Research Plan, or
- Exempt Application.

For more information on which form to complete, refer to the flowchart on the next page. As always you are welcome to contact the CPHS office with any questions.

CPHS email: CPHS.Tasks@Dartmouth.edu
CPHS phone: (603) 646-6482

Not Human Subjects Research Applications do not need to be entered in Rapport. Please send the form to our office via email.

All forms can be found in the “All Forms” section of the CPHS website and the IRB Library within RAPPORT.
WHICH APPLICATION?

Research + Involving Human Subjects

Does Not Fit an Exempt Category

Exempt from further review

Non Clinical Research

Research on Data or Specimens only

Clinical Research

Research is...
- Systematic
- meant to develop or contribute to generalizable knowledge

Human Subjects are living individuals from whom you obtain...
- Data, through intervening or interacting, OR
- Identifiable private information

Does Not Fit an Exempt Category

If your project is not research involving human subjects but you would still like a letter from the CPHS, complete the Not Human Subjects Research Application and email to: CPHS.Tasks@dartmouth.edu

Exempt from further review

If your project fits one or more of the categories of research eligible for exemption, complete and upload the Application for Exemption on the Basic Information screen in Rapport.

Non Clinical Research

Complete and upload the Social / Behavioral / Non-Clinical Research Plan on the Basic Information screen in Rapport.

Research on Data or Specimens only

Complete and upload the Data / Specimens / Registries Research Plan on the Basic Information screen in Rapport.

Clinical Research

Upload a Protocol (sponsor or Clinical Research Protocol) and complete and upload the CPHS Protocol Plus on the Basic Information screen in Rapport.

OR Complete the Minimal Risk Clinical Research Plan