

RESIDENT GUIDE FOR CASE REPORTS, QI, & RESEARCH TRAVEL REQUESTS

I'd like to present a case report,

Step 1: [Click Here to Complete the GME Resident/Fellow Travel Request Form](#)

If you do not have an IRB number, please **DO NOT** submit the form until you complete the IRB process or reach out to them to assure that you do not need one.



GSM Resident, Student or Fellow

Step 2: Complete the appropriate form from the IRB website and submit it to clangley@utmck.edu via email.

Forms located on IRB Website: <https://gsm.utmck.edu/irb/forms.cfm>

- Case Report(s): For case reports on 1 – 5 patients
- Quality Improvement: For quality improvement or process improvement within the institution
- Not Human Subjects Research: for research that does not include interactions with living beings OR their medical records.
- Research Application: Always submit from [DASH Research IRB \(DR IRB\)](#) for research projects involving human subjects
- READ FORM INSTRUCTIONS CAREFULLY.

****IF YOU ARE UNSURE WHETHER YOU ARE DOING RESEARCH OR QI, CONTACT THE IRB OFFICE****

Step 3: Once the [QI project or Case Report](#) is submitted to the IRB, the IRB will review it, make a determination and send an outcome email to the PI.

****IF YOU HAVE SUBMITTED A QI / CASE REPORT FORM OR AN RESEARCH APPLICATION AND HAVE NOT HEARD FROM THE IRB WITHIN A WEEK, PLEASE CALL THE IRB OFFICE TO ENSURE RECEIPT OF THE PROJECT****

STEP 4: Once you have received IRB Approval, you may then submit your travel request. To submit your travel request, click on the following link:

[GME Resident/Fellow Travel Request](#)

To fill out the request, you will need either your Case Report number (CR#XXX), QI project number (QI# XX), or IRB number (IRB#XXXX). Requests for travel are forwarded to the IRB office for verification that ALL study authors are listed on the referenced IRB approved project. If not, the travel request will be rejected.

****All travel requests must be submitted to the GME Office along with the required documentation as follows:**

- Domestic Travel: Submit at least two weeks (14 days) prior to the start of travel.
- International Travel: Submit at least thirty (30) days prior to the start of travel.