

Guidelines for online submission of IRB applications, research materials, continuing review forms, study closure forms, and serious adverse events reports (SAEs)

All documents should be sent as email attachments to irb@aub.edu.lb.

In order to help IRB staff efficiently sort and route emails and thus avoid delays, please follow the below instructions:

- Include in the body of the email
- Name of the Principal Investigator
- Type of submission (initial, continuing review, amendment or SAE)
- IRB protocol number, if already known, as well as in the SUBJECT line of the email

Please cc Ms. Abeer Dakik ad17@aub.edu.lb for Biomedical IRB applications and queries.

Please cc Ms. Lina El Onsi le08@aub.edu.lb on Social and Behavioral Sciences Research applications and queries.

The IRB staff will almost exclusively communicate with the principal investigators, research team members, and students by email for the time being. During the next 45 days, you can check on the progress of your application via email only.

Please do not visit the IRB Office, send your research assistants or students to the IRB Office, or contact the IRB Office by telephone except for urgent advice.

If you need information, assistance with your application, or other support, please let us know via email. We will respond as quickly as possible.

We truly appreciate your understanding and count on your support, as we work together as a community in face of this threat