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| **COPY REQUEST FORM** |

**IMPORTANT:**

Before you send a request form to the IRB, please review IRBPRO to make certain the documents you are needing are not posted there. The IRB is making every effort to eliminate all paper document transactions.

*A request for a large volume of copies or frequent copies may lead to a PAM audit.*

* This form can be e-mailed to [IRBHSRadmin@virginia.edu](mailto:IRBHSRadmin@virginia.edu)
* The person requesting the information MUST currently be on the study team.
* **All copies will be scanned to the person requesting. No paper copies will be sent.**

Submitted by:       Email:

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| UVA Tracking #/IRB-HSR #: | | PI Name: |
| **SELECT ITEM(S) BELOW THAT YOU NEED COPIED** | | |
| Consent | Version date: | |
| Protocol | Version date: | |
| Continuation assurance | Date of event: | |
| Modification assurance | Date of event: | |
| Other Assurance form | Date of event: | |
| Other Document (specify) |  | |
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