**Instructions for Student, Resident or Fellow Research Approved by the Hartford HealthCare(HHC) IRB or CT Children’s Medical Center (CCMC) IRB or St. Francis (Trinity Health)**

The student, resident or fellow (SRF) is responsible for ensuring that IRB approval from the HHC or CCMC or St. Francis/Trinity IRB is obtained in accordance with that institution’s requirements when the research will be done at one of those institutions or its affiliates. Research done at Hartford Hospital or The Hospital of Central CT should be submitted to the HHC IRB.

When the research is approved through the expedited review process or deemed to be exempt, the HHC or CCMC or SF IRB will issue the approval letter to the PI and should also copy the UConn Health IRB on that approval.

The UConn Health IRB will use that approval letter to create a study record in the iRIS system and issue correspondence to the SRF that the UConn Health IRB is aware of the research and that no further action is needed. (See instructional document Study Entry from Approval Letter)

The SRF should not begin the research until this acknowledgement from the UConn Health IRB has been issued. If such acknowledgment is not received within a week of the other site’s approval the SRF should contact the UConn Health IRB ([irb@uchc.edu](mailto:irb@uchc.edu) ) to ensure the UConn Health IRB was copied on the initial approval letter. The SRF may be asked to provide a copy of the approval letter.

This streamlined process is limited to minimal risk research that engages SRFs. While is it not anticipated to occur often, the UConn Health IRB reserves the right to request additional documents/information before issuing the notification referenced above; or to require that the standard process for facilitated review be followed.