

Applying to the IRB at CMH

Application Process

Applications are submitted electronically through CMH's electronic system MARS (Mercy's Automated Research System).

Pre-Submission Consultations

Information on the pre-submission process can be obtained from the SOP in MARS in [Section 5.01 IRB Submission and Pre-Review](#). Investigators may also request a pre-submission consultation by contacting the CMH Office of Research Integrity at (816) 701-4358.

General MARS FAQs can be located at [MARS: FAQs and Coming Soon](#).

Access to the Electronic System

Our Institutional Review Board (IRB) is a completely electronic process through MARS, Mercy's Automated Research System. Researchers use the MARS system to gain access and submit IRB submissions for review. MARS is accessible through [Children's Mercy applications](#). Select Login in the top-right corner and enter your username and password.

Access for Non-CMH Employees

Non-CMH employees requiring MARS access will need to complete a two-step process:

1. Fill out the MARS access form on the [MARS home page](#). An account will be created for you. Please include your institution's name in the Department field.
2. Fill out the following additional forms and send to MARSAdmin@cmh.edu.

[Confidentiality Agreement \(pdf\)](#)

[Remote Access Form \(pdf\)](#)

IRB Meeting Schedule and Deadlines

The IRB meets twice a month. Deadlines and meeting dates are posted on MARS under [IRB Meeting Dates and Submission Deadlines](#).

Human Subjects Training Requirements

Training in human subjects protection must be completed every two years. CMH accepts CITI training. Education certificates should be submitted to researched@cmh.edu.

Conflict of Interest Disclosure Requirements

Investigators and all study team members must be current on their annual conflict of interest disclosure. CMH uses a "zero-dollar" threshold for disclosing all financial relationships related to research. Disclosures are made through [MyCOI](#).

Non-CMH employees will need to comply with their home institution's COI policy and disclosures. The home institutions IRB office or investigator should provide documentation of COI compliance and any management plan.

Consent Form Templates

The CMH IRB requests the use of our templates posted in MARS on the Home Tab at: [Forms and Templates](#)

Scientific Merit Review

Studies that received NIH funding or funding through another peer-review process are accepted for scientific merit without further review. Other studies must have a scientific merit review during feasibility review that is completed as part of the MARS IRB application process.

Ancillary Reviews

As applicable to your project, additional reviews may be needed by the following groups. Approval from these groups must be obtained before final IRB approval is granted.

- Conflict of Interest committee – for projects in which study team members or the institution have a financial relationship to the study sponsor or investigational product.
- Radiation Safety Committee – for projects involving radiation or radioactive materials.
- Institutional Research Safety (Biosafety) Committee – for projects involving recombinant DNA.

IRB Contact Information

Phone: (816) 701-4358

Website: [Office of Research Integrity](#)

[MARS Home Page](#)

Email: MARSAdmin@cmh.edu