Gaylord IRB Frequently Asked Questions

Where do I find information about how to apply for IRB research approval?
You can email GaylordIRB@Gaylord.org to request an information packet that includes The Gaylord IRB Guidelines and Procedures Manual and form templates to aid in your protocol submission.

When should I submit information to the IRB for review?
Only completed applications will be reviewed. Incomplete applications may be delayed in the review process. Please allow yourself time to complete the application and review process. Research may not be initiated until IRB oversight has been obtained by the research investigators.

I am a graduate student at a local university - can I conduct research at Gaylord?
Yes, students may conduct research at Gaylord as long as they have identified a Gaylord staff member as a Co-Investigator on their project and obtain IRB oversight.

I am a researcher on a multi-site project – can I conduct research at Gaylord?
Yes, outside researchers may conduct research at Gaylord as long as they have identified a Gaylord staff member as a Co-Investigator on their project and obtain IRB oversight. The original host site’s IRB current approval letter must be submitted with the protocol.

How long does the IRB review process take?
Timing varies depending on the protocol submission. Complete applications are reviewed on a monthly basis and an IRB representative will update you if there are items that need to be addressed in the protocol and/or supporting materials.

What is the Gaylord IRB fee for conducting research at Gaylord?
Research conducted at Gaylord is subjected to variable fees. Please see the Gaylord IRB Fee Schedule for a complete listing. The IRB retains the right to waive fees as deemed appropriate.

I want to attend a local/national/international conference and would like to present a clinical case study. Do I need IRB approval?
It does not matter how the data will be used (i.e., publication vs. abstract vs. poster presentation vs. conference talk), rather what constitutes “research” that determines IRB oversight. A case report for IRB purposes is a retrospective analysis of one, two, or three clinical cases. Any clinical case reports with n ≤ 3 patients would not require IRB oversight. If more than three cases are involved in the analytical activity, the activity will constitute “research” and would require IRB oversight. Case reports are generally done by retrospective review of medical records and highlight a unique treatment, case, or outcome. The examination of the case(s) is usually not systematic and there is usually no data analysis or testing of a hypothesis.

How can I contact the Gaylord IRB office if I have a question?
You may contact the IRB at GaylordIRB@Gaylord.org. The IRB Chairperson, Lorraine Cullen, MS, RRT, RRT-ACCS can be reached via e-mail at LCullen@Gaylord.org. You can also speak to any member of the IRB Committee for information.

Where do I send my IRB application materials?
Application materials should be mailed to:

Gaylord Specialty Healthcare - Institutional Review Board  
C/O Lorraine Cullen, MS, RRT, RRT-ACCS  
P.O. Box 400, Gaylord Farm Rd  
Wallingford, CT 06492  

OR

Sent electronically to: GaylordIRB@Gaylord.org