



## Health Commissioner’s Office Review Committee Submission Form

### I. Primary Contact Information

Name:	
Affiliation:	
Address:	
Email:	
Phone:	

### II. PDPH Collaborator Information

(A PDPH Collaborator is required ONLY if the primary contact is external to PDPH)

Name:	
Division:	
Email:	
Phone:	

### III. Submission

Title:	
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- Research/Collaborative Project/Public Health Analysis (Attach two page executive summary – see below)
- Manuscript (Attach manuscript and provide name of Journal to which it will be submitted)
- Conference Abstract (Attach abstract and provide conference name, date, and location)
  - Conference will require time away from work
  - Conference will require travel and/or registration costs
- Conference Slide Presentation (Attach presentation)
- Conference Poster Presentation (Attach presentation)
- Other (Describe in detail and attach pertinent materials)

Has or will this study been submitted for review by the PDPH IRB? Yes No

(Guidelines for IRB submission can be found at: [www.phila.gov/PublicHealth/IRB\\_Submissions.html](http://www.phila.gov/PublicHealth/IRB_Submissions.html))

**Executive Summary** (required only for Research/Collaborative Project/Public Health Analysis): The executive summary should be about **1-2 pages in length** and include the title, author(s) and affiliations, date of submission, anticipated start date, brief background/context for the proposed project, objectives of the proposed activities, data sources to be used, anticipated analytic methods to be employed (if applicable), and how the proposal relates to the mission of PDPH and/or benefits the public’s health.