IRB Newsletter

Summer 2022

IRB REVIEW DURING SUMMER

During the summer months, the IRB will continue to review exempt studies and expedited studies each week on a rolling basis. The Convened IRB will meet in June and July only if any full board-level protocols have been submitted. The convened IRB will not meet in August.

Expected turnaround time during summer months
Exempt protocols – a minimum of two weeks
Expedited protocols – a minimum of three weeks
Full-Board protocols – a minimum of two weeks after the meeting; protocols submitted after the July 6th meeting will be reviewed at the September meeting.

Full Board Meeting Date and Deadline

Meeting Date	Deadline
June 1	May 18
July 6	June 22

Please be advised that the turnaround time may take longer than usual during the summer months. Thus, if your project is time-sensitive, please submit your project as early as possible.

LEAVING BSU?

If you, the PI, will be leaving BSU and no longer have a formal affiliation at BSU, please take the following steps before your departure. If you have multiple projects, please take appropriate steps for each project.

If you want to transfer your project to another BSU PI,
- Determine if the individual is eligible for serving as PI. Please be advised that students cannot serve as a PI of record.
  NOTE: If you are a faculty advisor who serves as PI for the student-initiated projects, will be leaving BSU, you and/or the student researcher should identify a new faculty member who will serve as PI of the project.
- Submit a modification form with an updated IRB Application and supplementary documents.

If you want to close the study at BSU,
- If study activities are complete, including data analysis, and you will not have access to identifiable/raw data, the study can be closed at BSU. Please contact the HRPP manager for further guidance.

Contact Us

ORI Website

orihelp@bsu.edu

(765) 285-5052

West Quad 100

If you want to talk to HRPP Manger, contact Sena Lim at slim2@bsu.edu
Or (765) 285-5034

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If you are moving to a new institution and will continue your research,
- If study activities are not complete, but you will continue to perform the research at the new institution, then the IRB at the new institution will need to approve the study. Contact the IRB at the new institution for instructions. To avoid any gap, it is recommended that your research be approved at the new institution before closing your study at BSU.
- Once you are ready to transfer your study to the new institution, contact BSU ORI staff for further instructions on closing your project here.

If you will hold an honorary appointment after leaving BSU, or if you will move to a non-academic institution, which does not provide IRB review,
- please contact the HRPP manager for further guidance.

Other notes:
- If you and another BSU researchers are Co-PIs on a project, please discuss the transfer or closure with the Co-PI before acting.
- If collected raw/identifiable data is to be transferred to a new institution, please clear this with your department Chairperson first.
- If any intellectual property is involved in a protocol transfer, please contact the Associate Director of Strategic Initiatives in SPA for more information.

IRBNET CLEAN UP!

During summer, the ORI staff will clean up IRBNet protocols. Please help us by submitting your final report(s) If you have completed your project(s). In the meantime, the following protocols may be removed from the IRBNet data. Please contact us if you have any questions.

- Withdrawn project
- Have not addressed the IRB requests for more than 60 days
- Closed project

IRBNET TIPS!

Why My IRB Review is Delayed?

Have you experienced any delay in IRB review? Have you not received any correspondence from ORI staff? In most cases, the reason for the silence is "did not click" the submission button or "did not relock" your project.

Click Submission Button: In your initial submission, always make sure to click "Submit this Package," when you are ready. Even if you uploaded all documents and complete your Wizard form, if you do not click the submit button, ORI staff cannot see your protocol on IRBNet system.
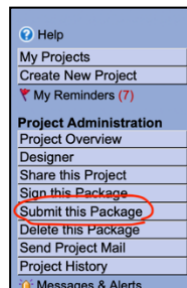
> ORI staff usually send the initial pre-review feedback within 7-10 business days. Thus, If you have not received feedback from the ORI staff within the expected timeline, please contact us to figure out what is going on.

Relock your project: After pre-review or review, ORI staff may unlock your project so that you can edit your project. After you edit your protocol, please be sure to click "mark revision complete" to relock your project.
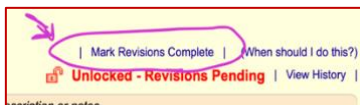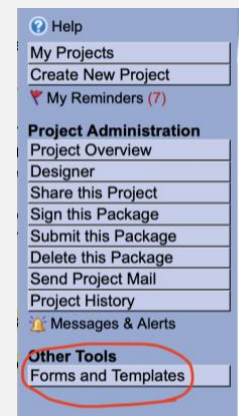
> ORI staff usually send feedback within 5-7 business days after your project is relocked. If you have not heard from the ORI staff 7 days after making edits, contact the ORI staff.
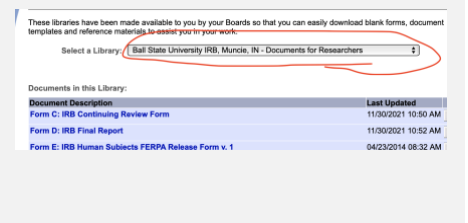
DO YOU KNOW…?

You can find helpful resources, including policies, guidance documents, and manuals on the ORI website and IRBNet library.

1. Click Forms and Templates

2. Choose "documents for researcher" from the dropdown menu.

- ✓ IRBNet sends an automatic message when you submit or relock your project. Thus, if you haven't received any emails from the IRBNet, you can check your status within IRBNet. You may also want to check your spam folder to see if the auto-notifications are in there.
- ✓ To avoid delays for time-sensitive studies, it could be beneficial to send an email to ORI Staff when you submit or relock your project so that we can check your status on our end.

Other Common Mistakes

1. Researchers submit an old pdf application.

Solution: We do not accept the old pdf application. Please submit your application using the wizard form. Click here to read the IRBNet manual.
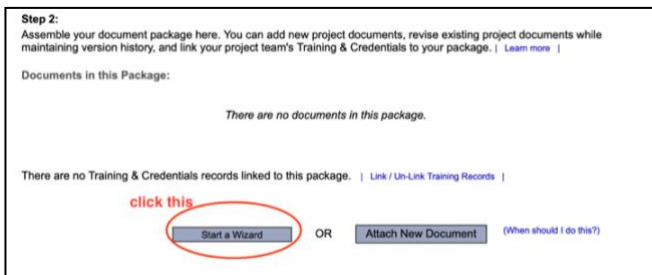
2. A student researcher is listed as PI on the IRBNet system.

Solution: When you create a project, please be sure to add the PI's name, not the student researcher's name. This should be consistent in all documents.


3. The project has not been signed by the PI or student co-investigator.

Solution: The principal investigator must sign the package, and no one can sign the package on behalf of the PI. If this project is student-initiated, the student co-investigator must sign the package as well. When signing the package, please choose the appropriate role. Specifically, do not sign the package as an advisor if you serve as a PI of the project.
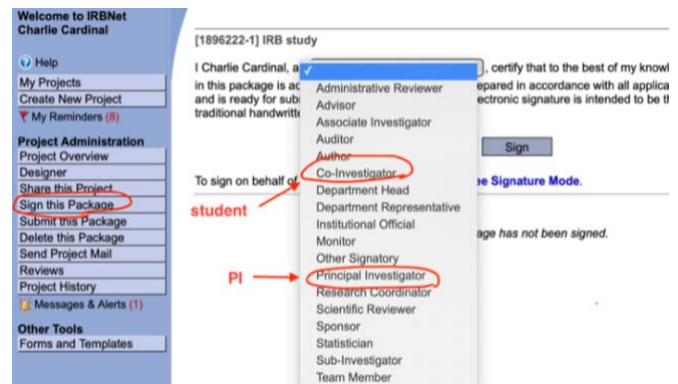
4. The wizard application file is damaged.

Solution: Please note that this behavior is caused when researchers copy and paste from an external source. Thus, please use the **'Paste as text '** tool when copying/pasting from a different Rich Text Editor.

Click this icon!
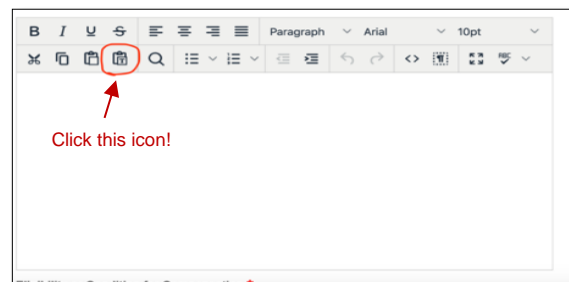
Do you need to modify your project after approval?

If you want to modify your study after approval, you must submit a modification/amendment form. Here are the steps.

1. Login to www.irbnet.org with your username and password, and then click on the "**My Projects**" button on the left side navigation menu.
2. Select the project you wish to modify.
3. Click **"Create a New Package"** on the left.

> ⚠️ Please do not click "**Create a New Project**." If you click this menu, your modification package is not affiliated with your original submission.

4. Please download amendment/modification form the IRBNet library by clicking on **"|Need Forms? Show Form Libraries|"** in the top-right.
5. Upload the completed modification form and other necessary documents by clicking on "**Attach New Document**" in the bottom-right.
6. If you need to update your wizard form,
   - ✓ Click "**Start a wizard**."
   - ✓ Select "**Clone one of my existing wizards**" and choose the application you want to modify.
   - ✓ Use the **"Jump"** feature in the top-right to navigate to the section(s) of the application that you are modifying or revising.
   - ✓ Make any necessary changes to the application form.
   - ✓ When you are finished, click "**Save and Exit**" on the bottom-left.

> - All changes in your documents (excluding the application) must be highlighted.
> - For changes made in the application, please explain your change in the modification form or upload a ward document explaining the changes.
> - Please do not ask ORI staff to unlock your project.
> - Helpful trick: Look at your protocol number. If your protocol ends in a -1 (dash one), you have accidentally created a new protocol with a new IRBNet number.
> - For more information, click **here** or visit the IRBNet library.

ORI NEWS

- Office of Research Integrity (ORI) is operating with summer hours starting from Monday, May 9, 2022, and ending Friday, August 12, 2022.

> Summer Hours
> Monday-Friday
> 7:30 a.m.- 4 p.m.

- The ORI continues to provide in-class presentations during summer. To request the presentation, please fill out **the request form** or email Sena at slim2@bsu.edu. If you have a specific topic(s) that you would like us to cover, please let us know.

- The HRPP(IRB) manager, Sena Lim, will be out of country from June 24 to July 17. ORI staff will cover the role, but slight delays in email response and review turnaround should be expected. If you are working on a time-sensitive protocol or need to consult any issue regarding your protocols, please submit your protocol before June 18 or contact Sena before June 24. If you need any assistance during her travel, please contact the ORI staff.
  - ♦ Chris Mangelli, ORI Director | cmmangelli@bsu.edu
  - ♦ Sandra Currie, ORI Administrator | slcurrie@bsu.edu