



BACK TO SCHOOL 2012

Electronic Submission of IRB Documents

All Institutional Review Board (IRB) documents can now be submitted electronically using a new website, [IRB Submit](#). IRB Submit allows investigators and research staff to upload all IRB documents for review by the Biomedical Sciences, Behavioral and Social Sciences, or Cancer IRBs as well as submissions requiring WIRB pre-review. IRB Submit is an intermediate step as we continue to develop a fully-electronic protocol submission system for human subjects. Visit the [ORRP website](#) for IRB Submit access and instructions. Please contact Susan Ebert at ebert.55@osu.edu with questions.

New Way to Access CITI Courses

Collaborative Institutional Training Initiative (CITI) provides online coursework in human subjects protection, responsible conduct of research, good clinical practices, and export control. Effective immediately, CITI course users will now enter the CITI program using their Ohio State Internet username (name.#) and password replacing the need for a CITI-specific username and password. Visit the following link for additional information regarding the [CITI Access Link and Instructions](#). Please contact Tani Prestage at prestage.2@osu.edu with questions.

New and Updated HRPP Policies

Two new Human Research Protection Program (HRPP) policies have been posted on the Office of Responsible Research Practices (ORRP) web site. The [Additional Human Subjects Protection Requirements Based on Federal Agency Funding](#) policy describes additional requirements for human subjects research funded by federal agencies other than the Department of Health and Human Services (DHHS) or the Food and Drug Administration (FDA). Requirements for the following agencies are included in the new policy: Department of Defense, Department of Education, Department of Energy, Department of Justice, and Environmental Protection Agency. [Responsibilities of Principal Investigators, Co-Investigators, and Key Personnel](#) describes the scope of responsibilities for principal investigators, co-investigators, and key personnel who conduct human subjects research at The Ohio State University, including training, reporting, and recordkeeping requirements.

In addition, two policies were recently revised. [Expedited Review Procedures](#) was amended to delete "contingent approvals" as requiring expedited review and to elaborate on the procedures for reviewing investigator responses to modifications. Depending on the nature of the modifications, federal guidance now permits ORRP staff members to review/verify some types of responses. [IRB Submission and Pre-Review](#) was revised to state that data collection forms are

routinely collected for investigator-initiated studies only. Please note also that all HRPP policies were recently updated for editorial and style changes.

Consent Template Language by Topic

Specific template language has been reviewed and approved by the IRB Policy Committee for use in consent documents. Language for topics such as “certificates of confidentiality,” “clinical trials,” and “internet/email data collection” can be inserted in the designated sections of consent documents, as applicable. Additional information is available at [Consent Template Language by Topic](#).

ORRP Help Sessions

IRB Forms: ORRP staff will provide an overview of the Initial Review of Human Subjects Research application, as well as answer questions related to other IRB forms on Wednesday, September 19th from 3 – 4 PM in 117 Research Administration building. This session is targeted to researchers who submit materials to the Biomedical and Cancer IRBs. Registration is requested at <http://osp.osu.edu/training/training/eventreg2.cfm?key=1253>. Please contact Tani Prestage at prestage.2@osu.edu for additional information.

Exempt Forms: Investigators, graduate students, and research staff are encouraged to attend a help session on the exempt application on Wednesday, October 24th from 3 – 4 PM in 117 Research Administration building. ORRP staff will provide an overview of the application and will explain the types of human subjects research that are exempt from IRB review. Registration is requested at <http://osp.osu.edu/training/training/eventreg2.cfm?key=1254>. Please contact Tani Prestage at prestage.2@osu.edu for additional information.

ORRP Workshop

An introductory workshop on Ohio State IRB procedures and resources will be held on Thursday, October 25th from 2:30 – 4:30 PM in the Center for Clinical and Translational Sciences, 240 Prior Health Sciences Library. This introductory workshop is targeted to medical research staff and will focus on available resources, ways to avoid common submission problems, and tips for most efficiently navigating the review process. Anyone involved in preparing medical

(biomedical/cancer) IRB submissions is welcome. [Registration](#) is requested. Contact Tani Prestage at prestage.2@osu.edu for additional information.

ORRP Office Hours

Do you have questions related to IRB forms, policies, or review procedures? ORRP staff are available to help! Please contact our office at (614) 688-8457 to schedule an appointment or to learn about upcoming scheduled help sessions.

You may also attend office hours designed specifically to help those who have questions related to Social and Behavioral Sciences IRB submissions and exemption requests. Hours are held each Wednesday afternoon from 1 – 3 PM in 215A PAES. No appointment is necessary. Please contact Joni Barnard at barnard.15@osu.edu with questions or for additional information.

ORRP Staffing Updates

Adam McClintock has been promoted from Senior IRB Protocol Analyst to IRB Operations Manager. Adam will provide leadership to ORRP staff and students responsible for assisting researchers with their submissions and will support the Behavioral & Social Sciences, Biomedical Sciences, and the Cancer IRBs in his new role.

Peggy Mihalko has announced her retirement as Biomedical Senior IRB Protocol Analyst effective September 1st. As a valued ORRP member, Peggy has provided expert assistance to researchers and staff and support to the Biomedical Sciences IRB for 13 years. Please join us in wishing Peggy all the very best in her well-deserved retirement!

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