E-IRB Feature Highlight: Approval Letter Details

Based on feedback acquired from investigators and Office of Research Integrity (ORI) staff during the design phase of the E-IRB system, an “Approval Letter Details” feature was built into the Additional Information/Materials section of the E-IRB application.

This feature allows the researcher to write specific verbiage for the system to automatically add to the IRB approval letter for Initial Review, Continuation Review, and Modification Requests, negating the step of involving ORI staff to perform this task on behalf of the researcher.
Note that if different verbiage is needed as a result of revisions, Continuation Review, or a Modification Request, the researcher is responsible for returning to the Additional Information/Materials section and updating the contents of the text field accordingly.

Providing a similar feature for “Other Reviews” (Protocol Violations, Deviation/Exceptions, Unanticipated Problem/Safety Reports) is on the task list, but it is unknown at this time when that feature will become available. Until then, please alert ORI staff of any special wording that you will need in your approval/acknowledgement letter for an Other Review.