

IRB Bulletin: April 2025

Announcements

As a part of the Northwestern University IRB Office's initiative to share timely resources and information with the research community, the IRB publishes the Bulletin at the beginning of each month, which contains relevant updates from the IRB Office. You can also find the IRB Bulletin on the [IRB News & Announcements webpage](#). Please keep reading for this month's updates.

Human Research Protections Training Changes for NMHC Researchers

We are excited to announce significant updates to the [Human Research Protections Training](#) process. Northwestern University and Northwestern Memorial HealthCare (NMHC) have expanded their ongoing partnership to rely on the Northwestern University Institutional Review Board's (IRB) expertise to assume IRB oversight for all NMHC research. As a result, all NMHC researchers will complete Northwestern University's Human Research Protections Training (CITI) course. The course will now automatically integrate with researchers' eIRB+ accounts, making the process easier and more efficient.

Please review the updated [Human Research Protections Training Page](#). Reach out to the IRB Office Education Team at IRBTraining@northwestern.edu with any questions.

eIRB+ Legacy System Officially Retired

As we previously communicated to the research community on June 26, 2024, the Northwestern University IRB Office has officially retired the eIRB Legacy system. Additional information, including study support tools related to document retention, can be found in the [eIRB+ Legacy News Announcement](#).



eIRB+ Buzz

Compliance Workspace Now Live!

The IRB office is thrilled to launch the **eIRB+ Compliance Workspace**, a dedicated space designed to modernize IRB Compliance activities! Check out the [eIRB+ Compliance Workspace News Announcement](#) to learn more.

Where to Find It

Accessing the Compliance Workspace is easy! Simply log into [eIRB+](#) and click on the new 'Compliance' tab in the purple navigation bar at the top of the page. You can also navigate to eIRB+ by visiting the IRB Office's updated [eIRB+ webpage](#).



What You Need to Know

Right now, no action is required unless you receive a notification that your study has been selected for routine **Post-Approval Monitoring**. IRB submissions and review processes remain unchanged. Over time, we will transition all routine monitoring activities into the workspace to ensure a smooth adjustment.

Get Started with Training & Support

Check out our **[new eIRB+ Compliance Workspace webpage](#)**, where you will find a robust introduction, FAQ, and two *new* step-by-step training tutorials to help you navigate the workspace as you complete a post-approval monitoring activity.

- eIRB+ Tutorial: Self-Assessment for the Research Community (HRP-2026)
- eIRB+ Tutorial: Corrective and Preventive Actions (CAPA) for the Research Community (HRP-2027)

Have questions? We're here to help—reach out to **IRBCompliance@northwestern.edu** anytime!

On behalf of the IRB Office, we acknowledge and extend our heartfelt thanks to the departments participating in the pilot activities for the launch of the new eIRB+ Compliance Workspace. Your support, time, and expertise are crucial to the success of this project, and we are deeply grateful for your contributions.

UPCOMING IRB BROWN BAG

We are taking a short pause for spring break—no Brown Bag sessions will be held this month. But don't fret; we will be back in May with an engaging topic of interest to the research community. Stay tuned; exciting things on the way!

In case you missed last month's Brown Bag session, IRB Panel Operations and Membership, the presentation slides are now available on our **[IRB Brown Bag](#)** webpage. This session highlighted IRB Panel operations, offering a comprehensive overview of the lifecycle of an IRB submission requiring Panel review from pre-review to approval while also detailing the responsibilities of an IRB Panel member, with two Panel members sharing their personal experiences and participating in a Q&A about the process.

UPDATED DOCUMENTS

The following was updated and is now available on the [Checklists & Worksheets](#) Page:

- Genetic Biobanking Studies (HRP-1303)
- Communication of Review Results (HRP-303)

The following was updated and is now available on the [SOPs](#) Page:

- IRB Meeting Attendance Monitoring (HRP-042)

For more information on updated documents reach out to irb@northwestern.edu

STAFF ANNOUNCEMENTS

We are pleased to share the following IRB Office staff announcements:

Kim Rowan, MBA, CIP, assumed the role of Senior Education and Communication Analyst, effective March 24, 2025. Kim joined Northwestern in 2021 as a Senior IRB Compliance Analyst. In that role, she led high-profile directed reviews and developed the Incident Assessment Tool and Human Research Incident Surveillance Program. Her work improved the quality of RNI submissions and reduced their overall volume by clarifying reporting requirements. Kim also played a key leadership role in the University's successful AAHRPP reaccreditation. In her new role, Kim will work closely with IRB Office leadership to identify educational and process improvement opportunities. She will design and implement educational programs, develop tools and resources, and oversee internal and external communications. We are excited about the expertise and energy Kim brings to this position and look forward to her continued impact on the research community. Congratulations, Kim!

Therese Brown, CCRC joined the biomedical team of the Northwestern IRB Office on April 7, 2025, in the role of IRB Analyst. Therese has 6 years of research experience, including almost 3 years of experience as a Clinical Research Coordinator at Robert H. Lurie Comprehensive Cancer Center, where she worked on several clinical trials. We are very excited for Therese to serve as a resource for regulatory guidance for the Northwestern research community. Congratulations, Therese!

STAFF SPOTLIGHT

Meet Christina Spicer!

Hello! I am an analyst on the Reliance Team at the Northwestern IRB Office. After getting my law degree and working in the social behavioral research field, I started with an IRB office in 2013. I joined Northwestern in 2023. My work with the Reliance Team focuses on multi-site and collaborative human subjects research studies, where Northwestern will serve as the IRB of Record. I also handle Single IRB Consultation Requests and help with our external IRB portfolio. You might also see me at our weekly Reliance Team office hours or a training or other IRB Office events. I have enjoyed working with all the wonderful people at the IRB Office and Research Office, as well as our excellent research community here at Northwestern. The friendly, professional environment encouraged here by my colleagues and coworkers at Northwestern University makes it one of the best workplaces in my experience. I am very thankful to be a part of this community.



Outside of work, I have two kids and a partner who keep me busy in Eugene, Oregon where I've lived for nearly 20 years now. Our family loves exploring the nearby mountains, coasts, and deserts, as well as traveling when we can. I also like to read, bake, garden, and swim in my free time.

Please use the [Northwestern University IRB Office Website](#) as your primary source of information and resources on human research protections