Northwestern | INSTITUTIONAL REVIEW BOARD

IRB Bulletin: May 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.

💻 New! Monthly Biomedical IRB Team Drop-In Hours – We're Here to help

Have questions about your Biomedical IRB submissions? Need clarity on IRB policies or forms? We've got you covered!

The **Biomedical IRB team is launching Monthly Drop-In Hours on Zoom**, starting this month!

🗓️ **Every third Wednesday**, 11:00 AM–12:00 PM CST

💬 No appointments necessary – just drop in with your questions!

Whether you're new to IRB submissions or navigating a complex amendment or continuing review, our team is ready to assist in real time.

📎 **Join the Zoom Drop-In Hours**

Enhancing Research Inclusion with Language Services

Northwestern University is committed to expanding the opportunity to participate in research as broadly as possible to increase representation and ensure the diversity of our community benefits from the outcomes. To support this commitment, the Northwestern University Clinical & Translational Science Institute recently announced a new partnership with Acutrans, a provider of interpretation, translation, audio transcription, and multimedia localization services tailored for healthcare and research settings.

Please visit **Translation Services: Northwestern University Clinical & Translational Sciences Institute: Feinberg School of Medicine** to learn more!

Researcher Resources Spotlight

📊 New Tool Alert! Continuing Review Enrollment Chart Now Available

We're excited to share a new resource to support your continuing review (CR) submissions! The Continuing Review Enrollment Chart is now live and ready to use, and can be accessed on the **Study Support Resources and Templates** webpage.

This user-friendly tool helps you clearly summarize and track your study's enrollment status, making it easier to provide accurate and detailed information in Section 4 of the Continuing Review Application. Whether your study is actively enrolling, completed, or in follow-up, the chart helps present key information in a clear, consistent format.

✅ Now available to attach in Section 4 of your Continuing Review eIRB+ application

✅ Optional tool designed to support clarity, compliance, and streamlined submissions

Give it a try and make your next CR submission smoother than ever!

Navigating IRB Terms: A Handy Guide

If you have ever felt lost in a sea of acronyms and IRB jargon when submitting your research protocols to the IRB, you are not alone! The world of Institutional Review Boards (IRBs) comes with its own specialized language, and it can be challenging to keep up, especially for new researchers or those unfamiliar with the regulatory landscape.

To help you cut through the confusion, we have created an easy-to-use **Definitions Policy Page**. This page is your go-to resource for demystifying the terms and phrases you will encounter when interacting with IRBs. Whether you are submitting your first protocol or revising an ongoing study, having a solid grasp of these key terms can streamline your process and help ensure your research stays on track.

What You will Find on the Definitions Page: A comprehensive list of terms commonly used throughout our website, templates, and guidance documents. These definitions will help you understand everything from the basics of **informed consent** to the nuances of **risk assessment**.

Have questions about a particular term, process, or requirement? Our **Definitions** Page is here to guide you so you can feel confident in your ability to navigate the IRB submission process smoothly, allowing you to focus on what matters most: bold, collaborative discovery through scientifically and ethically sound research.

UPCOMING IRB BROWN BAG

Resources for Faculty Transitions

Wednesday, May 21, 2025 | 12:00 - 1:00 PM

REGISTER HERE

Please join us for our monthly IRB Brown Bag Session. This month's presentation will introduce a collaborative effort led by Human Research Protection Program (HRPP) Offices across Northwestern University to improve support for faculty transitions. This cross-office partnership took place in the summer of 2024 and led to the development of two new MyHR Learn courses: *Researcher Onboarding* and *Researcher Offboarding*.

Representatives from the Center for Clinical Research within the Northwestern University Clinical & Translational Sciences Institute (NUCATS), the Conflict of Interest (COI) Office, Export Controls & International Compliance, and the Institutional Review Board (IRB) Office will share highlights from these courses and their respective contributions to the effort.

By the end of this session, attendees will gain insight into the resources available to help ensure that research transitions at Northwestern University are handled efficiently, compliantly, and well-supported across the institution.

Please view the **Events Page** for details and registration information for upcoming **Brown Bag** informational sessions.

UPDATED DOCUMENTS

The following was updated and is now available on the **Protocol Templates** Page:

- Social Behavioral Protocol Templates Appendix B (HRP-1724)
  - Minor administrative updates
- Social Behavioral Protocol (HRP-583)
  - Expanded the informed consent process section to request information on when and how the signature of the person obtaining consent may be captured during electronic or remote consent procedures
- Social Behavioral Consent Document (HRP-582)
  - Added 'as applicable' to the signature block for the person obtaining consent

The following was updated and is now available on the **Policies & Guidance** Page:

- Release of Regulatory Inspection Documents Policy (HRP-1003)
  - Updated to remove the release of inspectional information if contractually required in response to notification that this was incongruent with customary sponsored research contracts

The following was updated and is now available on the **SOPs** Page:

- Written Documentation of Consent and Assent (HRP-091)
  - Revisions to reflect procedures where written consent is obtained remotely via electronic signature, the person obtaining consent signature line may be required

The following is now available on the **eIRB+ Compliance Workspace** Page:

- eIRB+ Tutorial: Getting Started with the Compliance Workspace (HPR-2025)

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

STAFF SPOTLIGHT

Meet Rita Knasel!

Hello! I am a reliance analyst within the Northwestern IRB Office. I have been a part of the Reliance Team and the Northwestern IRB Office for a little over two years. I work primarily with multi-site and collaborative research, and more specifically, where Northwestern cedes review to an External IRB. I also help our team host weekly Reliance virtual office hours and help prepare training and educational materials for study teams.

Prior to joining the Northwestern IRB Office, I studied Social Psychology at Lehigh University, where I received my master's degree in psychology. My research there centered around the facets of how people from different racial backgrounds interact with each other and what factors might influence how those interactions unfold.

When I'm not working, you might find me exploring the many different neighborhoods of Chicago, on the Lakefront Trail with my dog, Macy, or reading a book. I also love getting out into nature by hiking and camping when I can.

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