

IRB Bulletin: September 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 Study Team Members Webpage

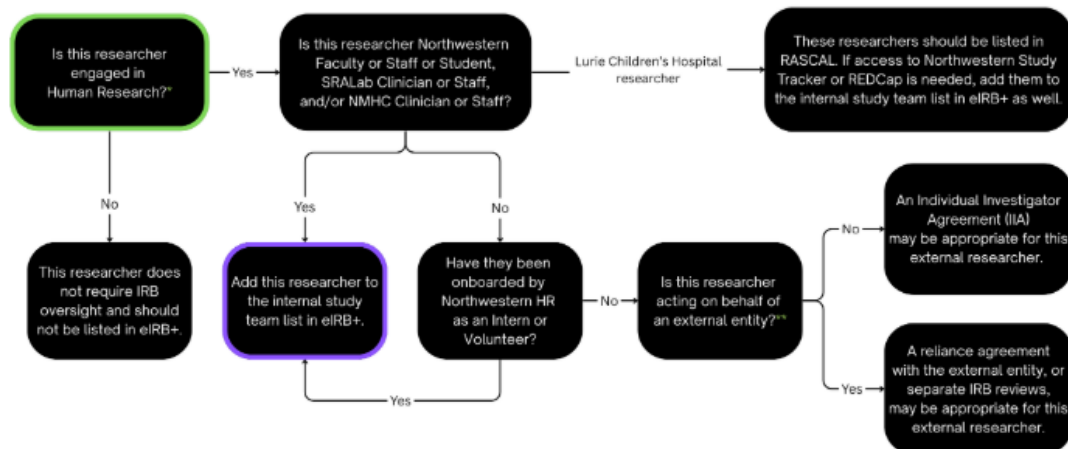
The IRB Office has launched a new **Study Team Members** webpage to help research teams quickly determine whether a researcher is an **internal** or **external** study team member in eIRB+.

The page includes:

- A new **flowchart** to guide you through the decision-making process
- Step-by-step instructions for adding study team members in eIRB+
- Answers to **frequently asked questions**

Explore the new [Study Team Members webpage](#)!

Study Team Members in eIRB+



NUCATS Launches Recruitment and Retention Consultation Service

Effective research requires thoughtful recruitment and retention strategies that consider research participant safety, privacy, and confidentiality. Even well-designed research can fall short without comprehensive and engaging recruitment and retention approaches.

The NUCATS [Recruitment and Retention \(R&R\) Consultation Service](#) is here to help you optimize your R&R procedures to reach your recruitment goals throughout the research process (i.e., pre-award to participant retention). Co-led by Kathryn Macapagal, PhD, and Andrés Alvarado Avila, with support from consultants James Foran and Bryant Norton, the NUCATS R&R Consultation Service helps study teams enhance their R&R strategies and maximize enrollment and retention, with unique expertise on non-traditional forms of R&R like social media advertisements, dating app outreach, and community-engaged methods.

The R&R team has combined decades of experience and brings extensive knowledge engaging many populations for studies with various health outcomes and offers practical, evidence-informed recommendations tailored to each project's needs. Free consultations are available to Northwestern University Feinberg School of Medicine faculty, as well as clinical affiliates (Lurie Children's Hospital, AbilityLab, and Northwestern Memorial Hospital).

[Book a consultation](#), request a [presentation](#) for your study team or department, or email the R&R team with [questions](#).

As one study team recently shared about the R&R Service:

"I was thrilled with the number of different ideas and actionable items that were discussed in the consultation meeting. I am excited and eager to incorporate some of these suggestions into our research plan."

UPCOMING IRB BROWN BAG

Social Behavioral Research and IRB Review at Northwestern University

Wednesday, September 17, 2025 | 12:00 - 1:00 PM

[REGISTER HERE](#)

Join members of the IRB Social Behavioral Research Team for an in-depth discussion on the unique complexities of social-behavioral research. The session will explore how the IRB reviews common research designs such as surveys, interviews, ethnography, and implementation studies, while addressing the challenges researchers most often encounter. The team will provide IRB insights on consent processes, waiver determinations, and research involving vulnerable populations, and will respond to frequently asked questions, offering practical guidance to help researchers navigate these approaches with confidence.

Attendees will leave with strategies for strengthening IRB submissions, a better understanding of review expectations, and tips for protecting participants while supporting ethical, compliant research.

Don't miss this chance to strengthen your knowledge of social-behavioral research practices!



Please view the [Events Page](#) for details and registration information for upcoming [Brown Bag](#) informational sessions.

In case you missed last month's Brown Bag session, **Research Data Management Support at Northwestern University**, the presentation slides are now available on our [Brown Bag](#) page. This session explored the origin of federal data management requirements, key points in the research process where data management is critical, and valuable campus resources to support researchers.

UPDATED DOCUMENTS

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

- Evaluating Reports of Data Incidents (HRP-1908)
 - Updated guidance now includes clear steps for notifying, reporting and documenting incidental data events
- Human Research Protection Program Plan (HRP-101)

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

- Criteria for Approval (HRP-314)
- Criteria for Consent (HRP-1306)
 - A new document created from Criteria for Approval (HRP-314) to provide support when reviewing research consent process(es) and documentation

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

- External IRBs (HRP-092)
- Post Review (HRP-052)

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

STAFF SPOTLIGHT

Meet Rozelle Copeland!

Hi! I'm one of the three IRB Lead Analysts on the Biomedical team, and I've been with the Northwestern University IRB Office for three years. In my role, I get to support and mentor Biomedical IRB Analysts, review submissions, and attend IRB panel meetings. I'm passionate about finding ways to improve how we learn, grow, and approach the ethics and regulatory review of research to protect our valuable research participants and best support the outstanding research happening at Northwestern University and our affiliate institutions.



I grew up in a family of five researchers and have enjoyed a long career in research myself. I started out as a research participant in childhood (something I still do from time to time), later became a principal investigator with grant funding in behavioral research, and eventually transitioned into research regulatory and ethical oversight. Over the years, I've worked with three IRBs leading in different roles.

I live in Michigan and love dogs (I have a 4-year-old black lab). I'm an avid gym-goer and enjoy kayaking Michigan's rivers and lakes, growing flowers and vegetables, throwing pottery, creating art, hiking, and I love outdoor photography.

IRB Office - Contact Us

IRB Office Unit	Email/Phone	Virtual Office Hours
Biomedical Research/General	irb@northwestern.edu 312-503-9338	Monthly - Every 3rd Wednesday 11:00 AM - 12:00 PM Register
Social and Behavioral Research	sbirb@northwestern.edu 847-467-1723	Weekly - Every Wednesday 2:30 - 3:30 PM Register
Compliance	irbcompliance@northwestern.edu 312-503-1376	---
Reliance	irbreliance@northwestern.edu	Weekly - Every Tuesday 3:00 - 4:00 PM Register
Training and Education	irbtraining@northwestern.edu	---
eIRB+ Technical	eIRB+ Support Form	---

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

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