

IRB Bulletin: September 2026

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](#) page. Please keep reading for this month's updates.

IRB Key Reminders

Study Closure: Documentation Required for Federally Funded or Industry Sponsored Studies

When submitting a study closure for federally funded or industry sponsored research, include **documentation in eIRB+ from the federal agency or sponsor** confirming that the site is closed.

This **documentation** must confirm that the Northwestern site is closed to enrollment and study activity and align with the sponsor's expectations for site closeout. Including this documentation at the time of closure submission helps prevent delays and follow-up requests from the IRB.

Data Incidents: Notify and Report

If you experience a data incident — meaning any unauthorized access, use, or disclosure of information in violation of applicable data protection policies — **notify and report** promptly by following the steps outlined in our [Evaluating Reports of Data Incidents Guidance \(HRP-1908\)](#).

Notify the Appropriate Institutional Contacts describing at a minimum the incident and outlining the Principal Investigator's (PI) planned corrective and preventive actions.

- If the event involves Northwestern or Northwestern-affiliated data, notify the Required Northwestern Institutional Contact: (Abby Cosentino-Boehm) and IRB Compliance.
- If the event did not include Northwestern data (i.e., Northwestern and/or Northwestern-affiliated): Notify only the privacy officer of the covered entity whose data was affected.

Determine IRB Reportability using the [Incident Assessment Tool \(HRP-1207\)](#) to assess whether the event requires submission as an RNI.

- Consult with the contacts above to obtain any additional guidance or required actions. **Document the correspondence and include it with the Reportable New Information (RNI) submission.**
- Notification can occur **prior to or at the same time** as submitting an RNI, when applicable.
- All data incidents must be documented in the research record, including correspondence and corrective actions.

A data incident may include: Sending identifiable data to the wrong recipient; Sharing data with non-IRB-approved personnel; Misplaced consent form(s); Accessing identifiable data without authorization; Discussing identifiable information in a public space.



Leaving Northwestern? Review Your Options.

See our “**Study Team Members**” webpage for guidance on **research engagement** and IRB oversight options, including **reliance agreements** such as Individual Investigator Agreements (IIAs).

UPCOMING BROWN BAG

Research Security and Export Controls: Practical Guidance for Navigating Today's Research Landscape

Wednesday, September 16, 2026 | 12:00 - 1:00 PM

REGISTER HERE

Please join us virtually for our monthly Brown Bag Session featuring Amy Weber, Executive Director, Northwestern University Export Controls & International Compliance Office.

Research security and export controls play an increasingly important role in today's research environment as federal agencies continue to strengthen requirements related to research security, transparency, and international engagement. This IRB Brown Bag session will explore how international collaborations, foreign influence concerns, research disclosures, exports, travel, shipping, purchasing, and other global research activities may impact researchers and research administrators. Through practical examples and real-world scenarios, attendees will learn to recognize common compliance risks, understand when requirements may apply, and identify when to engage Northwestern's Research Security and Export Controls & International Compliance (ECIC) teams for guidance and support. Attendees will leave with practical tools and resources to help navigate the evolving research compliance landscape.

By the end of this session, participants will be able to:

- Understand the basic principles of research security and export controls.
- Recognize common compliance risks and red flags associated with international research activities and collaborations.
- Identify practical steps to support compliant and secure research.
- Understand how these requirements fit within the broader research compliance landscape.

- Know when and how to engage Northwestern's Export Controls & International Compliance team for both research security and export control assistance.



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, *Regulatory Aspects of Investigational Drug Service (IDS) Pharmacy*, the slides and recording are now available on our **IRB Brown Bag** page. This session highlighted key regulatory and operational considerations for investigational product (IP) management and the Northwestern Memorial Hospital Investigational Drug Service (IDS) Pharmacy's role in supporting human research involving IP.

UPDATED DOCUMENTS

The following was updated and is now available on the **Human Research Policies & Guidance** page:

- Personal Information Protection Law of the People's Republic of China (PIPL) (HRP-1916)

The following was updated and is now available on the **Checklists & Worksheets** page:

- Children (HRP-416)

The following was updated and is now available on the **Standard Operating Procedures (SOPs)** page:

- IRB Meeting Preparation (HRP - 040)
- IRB Meeting Conduct (HRP-041)
- External Reporting Process (HRP-094)

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

STAFF SPOTLIGHT

Meet Shaeloren Deering!

Hi, everyone! I'm an IRB Reliance Analyst in the Northwestern IRB Office. I am new to Northwestern and joined the Northwestern IRB Office in April of this year. I'm excited to

be here and have enjoyed immersing myself in all things NU IRB. Prior to Northwestern, I worked at the University of Iowa as a Clinical Trials Research Associate and at 23andMe on the Research Program Management team. I have a background in scientific research and spent several years in Atlanta earning my bachelor's degree in Biology from Spelman College while participating in a BS/MS Neuroscience program at Morehouse School of Medicine.

At the IRB Office, my role consists of supporting reliance processes. One of my favorite aspects of the role thus far is the Single IRB Consultation process, which gives me the opportunity to learn about the innovative research taking place across Northwestern while collaborating with and supporting study teams.



Outside of work, I love to travel, exploring new bookstores and cafés, and spending time with my family and friends. I also love to read and especially enjoy meeting my favorite authors and seeing some of my favorite books adapted for television or film.

IRB Office - Contact Us

IRB Office Unit	Email/Phone	Virtual Office Hours
Biomedical Research/General	irb@northwestern.edu 312-503-9338	Monthly - Every Second 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	Appointment Available Upon Request Email Compliance
Reliance	irbreliance@northwestern.edu	Weekly - Every Tuesday 3:00 - 4:00 PM Register
Training and Education	irbtraining@northwestern.edu	Appointment Available Upon Request Email Training/Education
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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