Northwestern | INSTITUTIONAL REVIEW BOARD

IRB Bulletin: May 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.

Congrats, Grads! Transitioning Student Research Projects

Student researchers preparing to graduate must also prepare to transition the IRB record for their non-exempt human research projects ***prior*** to leaving Northwestern. Ultimately, the Principal Investigator (PI) is responsible for prompt IRB submissions and study oversight, so student researchers should work closely with their study PI to complete the required actions:

- **If the study is complete, the PI must promptly close the study following the directions on the Continuing Review & Closure webpage.**
  - Studies without an IRB approval expiration date also require closure with the IRB.
  - PIs or their department must retain research records for completed studies. Refer to the IRB Office's **Research Document Retention Requirements for Principal Investigators** to determine applicable retention periods.
  - Individuals who leave Northwestern are not permitted to keep identifiable participant data.

- **If the study is ongoing**, the PI must determine whether the student will continue to be **engaged** in human research after leaving Northwestern.
  - If no, the PI must submit a **Modification** to remove the student from the study team members list.
  - If yes, first determine with your school or department if continued Northwestern system(s) access is appropriate/feasible. Subsequently contact the IRB Office to discuss the next steps, which may include establishing a **Reliance Agreement** to cover the student's continued involvement.

If the study is **exempt human research**, study closure and study team member updates do not need to be submitted to the IRB, but the updates should be documented in the PI's research record.

Reliance Considerations for RNIs: What's New + What You Need to Know

Navigating reportable new information (RNI) requirements in reliance scenarios can be complex—especially when multiple sites and IRBs are involved. We've updated the **Reliance Considerations** **section of our website** to make this easier to interpret and apply.

The updated section now includes expanded, real-world scenarios to help clarify when and where reporting is required, whether Northwestern is serving as the IRB of record or

relying on an external IRB.

New examples include:

- Local event for an external IRB study
- External event involving Northwestern data
- External event with no Northwestern involvement
- Local event with sponsor/external IRB disagreement on reporting

These examples are designed to help you quickly assess who needs to report what—and where.

For step-by-step guidance, refer to our **SOPs Page** for:

- Northwestern University Serving as the IRB of Record (HRP-093)
- External IRBs SOP (HRP-092)

Questions? Reach out to the team at irbcompliance@northwestern.edu or irbreliance@northwestern.edu for support.

UPCOMING BROWN BAG

Before You Submit: A Practical Guide to Nuclear Medicine and Radiation Safety Review in Human Research

Wednesday, May 20, 2026 | 12:00 - 1:00 PM

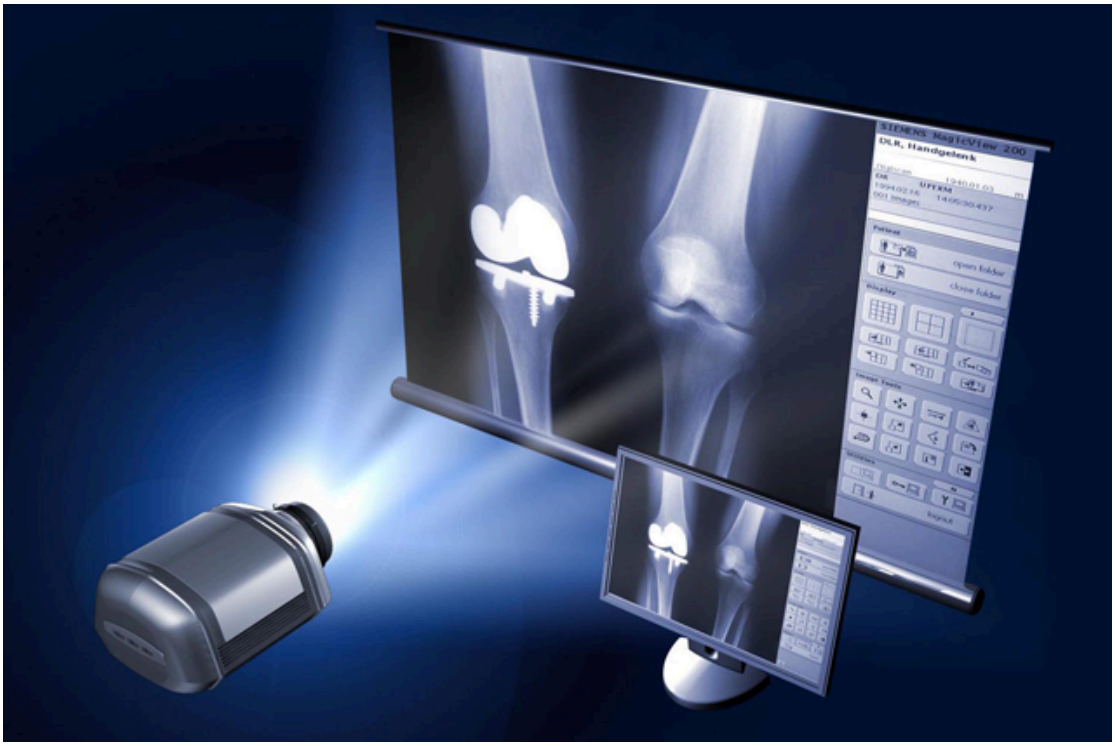
REGISTER HERE

Please join us virtually for our monthly IRB Brown Bag Session featuring Forest Hynes, Research Technical Coordinator from Nuclear Medicine**.**

This session will provide a practical overview of the role Nuclear Medicine and Radiation Safety play in supporting human research at Northwestern. The presentation will focus on where Nuclear Medicine fits within the research lifecycle, where and when to submit study materials, and when additional review is required. We will cover how reviews are conducted, common issues that delay approval, and operational limitations that may impact study design. The goal of this session is to help investigators and study teams interact with the appropriate groups early and streamline the review process.

After attending this session, participants should be able to:

1. Describe the role of Nuclear Medicine and Radiation Safety in supporting human research and their place within the institutional review process.
2. Identify where and when investigators should submit imaging-related materials, including the role of the Research Imaging Collaboration Office (RICO).
3. Explain at a high level how Nuclear Medicine and Radiation Safety reviews are conducted and what those reviews evaluate.
4. Recognize when additional review is required for studies involving nuclear medicine procedures or radioactive materials.
5. Apply practical tips to avoid common submission issues and streamline the review process.



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, *Incorporating AI into your Research Responsibly*, the slides and recording are now available on our **IRB Brown Bag** page. This session highlighted the risks Artificial Intelligence (AI) poses for human research data and practices to keep research data secure when working with AI, and identified opportunities to use AI tools to support research workflows.

UPDATED DOCUMENTS

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

- Post-Approval Monitoring: Human Research (HRP-430)
- Post-Approval Monitoring: Data Review, Registries, or Specimen Collection (HRP-1405)
- Post-Approval Monitoring: Studies Under External IRB Review (HRP-1406)
- Post-Approval Monitoring: Site File (HRP-1407)

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

- Media Relations (HRP-334)
- Media Relations Form (HRP-216)
    - Updated to add instructions for SRAlab

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

- Bulgarian Short Form Consent

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

STAFF ANNOUNCEMENTS

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

Shaeloren Deering, joined the Northwestern IRB Office this April, in the role of IRB Reliance Analyst. Shaeloren brings eight years of research experience, including extensive support of human subjects research in both academic and industry settings. Most recently, she supported IRB-regulated clinical research studies at University of Iowa Health Care, where she worked on study start-up activities, regulatory documentation, and participant-facing research efforts. Previously, Shaeloren worked at 23andMe supporting multiple research studies and collaborating with internal teams and external partners while gaining experience with external IRB processes. In her role on the Reliance Team, Shaeloren will support reliance processes and serve as a valuable resource to the Northwestern research community. Welcome, Shaeloren!

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

Northwestern | RESEARCH

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