

IRB Bulletin: February 2024

ANNOUNCEMENTS

Top 10 Strategies for Obtaining IRB Approval! (Northwestern's Version)

10. Review the Submission Information section of the IRB website for new study requirements, as well as guidance for modifications, continuing reviews, closures, and RNIs;
9. Use current templates;
8. Complete the protocol and consent documents with comprehensive and detailed information;
7. Verify that information in the protocol is consistent with consent and other study documents;
6. Recruitment material should contain all of the required elements listed on the recruitment page on the IRB website and none of the items that are not permitted;
5. Upload all supporting documents, which may include, questionnaires, surveys, approvals/authorizations, study-related images/visuals, etc.;
4. Peer-review the consent document for completeness and lay language;
3. List all proposed modifications proposed, and include clear descriptions and the rationale for each change.
2. RNIs; clearly describe the root cause analysis and develop a Corrective and Preventive Action Plan;
1. Submit updated study documents using track changes

Enhancing the quality of IRB submissions is paramount to maintaining the integrity and effectiveness of the review process. The outlined strategies aim to reduce common problems, assist investigators in navigating the IRB process, and ultimately contribute to advancing ethical and responsible research practices.

UPDATED DOCUMENTS

The following compliance document was updated and is now available on the [IRB Information](#) page:

- Statement of GCP Compliance

Updated to add a statement about the applicability of Good Clinical Practice (GCP)

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

- Human Research Protection Plan HRP-101

Updated to add a statement about the applicability of ICH GCP

The following policy was updated and is now available on the [Human Research Policies and Guidance](#) page:

- Handling Complaints and Allegations of Non-Compliance HRP-095

UPCOMING IRB BROWN BAG

**Human Research in the Global Sphere:
Ensuring Safety & Security While Abroad**

**Wednesday, February 21
12:00 pm - 1:00 pm**

[REGISTER NOW!](#)



STAFF EVENT SPOTLIGHT

Meet Yasmeen Khan

It's me! Hi! I am an analyst on the IRB Compliance Team, dedicated to the promotion, engagement, and adherence to research! Most likely if you have emailed the compliance inbox, you have received a reply from me.

I've been with Northwestern for 10 years (!), working in various departments on both campuses. I have a Master of Science in Law from Northwestern University and a Bachelor of Science in Chemistry from the University of Oklahoma.

As a hobby, I'm a Swiftie who frequently imposes my music preferences upon my family and co-workers, if you haven't noticed. I'm also in my reading era, recently discovering booktok.

I love collaborating, problem-solving, and learning with the research community. You know where to find me! 1,2,3 Let's Go!



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

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